
ProgressBook GradeBook Getting Started Guide for Teachers



ProgressBook GradeBook Getting Started Guide for Teachers

(This document is current for ProgressBook v12.5 or later.)

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Change Log

The following Change Log explains by Product Version, Heading, Page and Reason where changes in the *ProgressBook GradeBook Getting Started Guide for Teachers* have been made.

Product Version	Heading	Page	Reason
12.5	"Student Profile Information"	15	Added information about the Progress tab and weighting an assignment to zero.
12.5	"Custom Setup 2 Grading Scale for Standards-Based Report Cards"	22	Added note about weighting assignments to zero and averages appearing as zero in GradeBook and ParentAccess.
12.5	"Create Class Assignments for a Default or Custom Setup 1 Class"	29	Added a note about weighting an assignment to zero.
12.5	"Create Class Assignments for a Custom Setup 2 Class"	31	Added a note about weighting an assignment to zero.
12.5	"Enter Class Assignment Marks for a Default or Custom Setup 1 Class on Assignment Marks Screen"	34	Added note about weighting an assignment to zero.
12.4	"Student Profile Information"	15	Added information about the Period Attendance tab.
12.4	"Student Profile Information"	15	Updated screen shot to show Period Attendance tab.
12.4	"Enter Student Profile Comments"	16	Updated screen shot to show Period Attendance tab.
12.4	"Custom Setup 2 Grading Scale for Standards-Based Report Cards"	22	Added information about newly added assessments and saving them to show for an assignment.
12.4	"Create Class Assignments for a Custom Setup 2 Class"	31	Added information about newly added assessments and saving them to show for an assignment.
12.3	Entire Guide	N/A	Updated Login screen and logos for all screen shots.
12.3	"Log In to ProgressBook GradeBook"	1	Updated screen shot to show, "This Site works best with IE 8 and above."
12.3	"Class Dashboard"	4	Added Note to the Class Dashboard Symbols table for SpecialServices icon appearing for 13 months.
12.3	"Create Class Assignments for a Custom Setup 2 Class"	31	Updated screen shot to show correct wording for sharing assignments.
12.3	"Enter Class Assignment Marks for a Custom Setup 2 Class on Assignment Marks Screen"	37	Added Note about being able to duplicate the mark in the first row for any cell, except the last cell.
12.3	"Enter Class Assignment Marks for a Custom Setup 2 Class on Assignment Marks Screen"	37	Updated screen shot to show I want to... drop-down list.
12.3	"Grade Book Grid"	39	Added information for Custom Setup 2 classes assignments' assessments are distinguishable from other assignments' assessments by different colors.

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Welcome to ProgressBook GradeBook

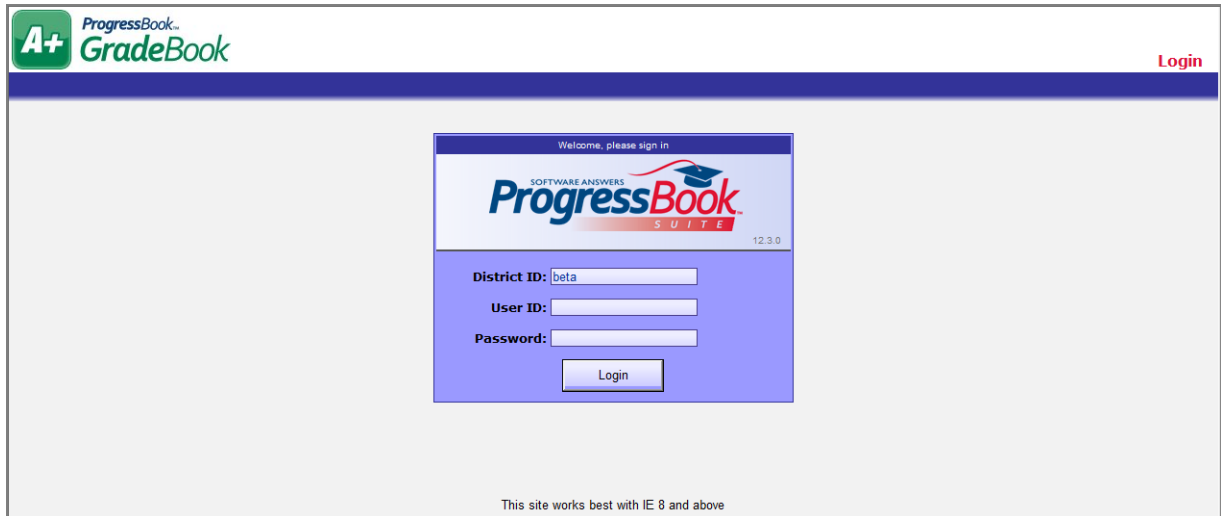
ProgressBook GradeBook is a classroom management solution that integrates grade book, lesson plan development, attendance, special education and parent communication into one comprehensive, Web-based system. ProgressBook GradeBook provides a user-friendly interface for teachers, school administrators, cafeteria personnel and others to track and maintain student information. Class and student data is automatically populated into ProgressBook GradeBook from the school district's student-information system, if it is integrated with one, eliminating the need for data re-entry. ProgressBook GradeBook supports standards-based reporting, which is essential in today's education environment.

Log In to ProgressBook GradeBook

Before you start using ProgressBook GradeBook, you will need to log in. Before you log in, contact your ProgressBook GradeBook system manager for the login address or URL of the ProgressBook GradeBook Web site, as well as your login information. If your district has enabled the feature that allows the District ID field to be automatically populated with the last district ID that was entered by a user when logging in, then that district ID displays.

1. Type the **code** representing your district in the District ID field.
2. Type your **user identification** in the User ID field.
3. Type your **password** in the Password field.
4. Click **Login**.

Note: *If your district has enabled the feature that allows the District ID field on the Login screen to be automatically populated with the district ID that was entered by the last user who logged into ProgressBook GradeBook, then that district ID displays in the field.*


The image shows the login screen for ProgressBook GradeBook. At the top left is the logo with 'A+' and 'ProgressBook.. GradeBook'. At the top right is a 'Login' link. The main content area features a central login box with the text 'Welcome, please sign in' and the 'ProgressBook SUITE' logo with version '12.3.0'. Below the logo are three input fields: 'District ID:' with 'beta' entered, 'User ID:', and 'Password:'. A 'Login' button is at the bottom of the box. At the bottom of the page, it says 'This site works best with IE 8 and above'.

ProgressBook GradeBook Login Screen

Use ProgressBook GradeBook Help

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

ProgressBook GradeBook Help displays in a separate browser window where you can browse the Table of Contents for specific topic titles, search for information in the Index by using keywords or type a word or phrase in the Search field to return a list of possible help topics.

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

Navigate ProgressBook GradeBook

Your home page is the first screen that appears when you log in to ProgressBook GradeBook and provides access to the functions available to you. The Web site banner located across the top of every screen provides different links for navigating ProgressBook GradeBook.

- **Class Dashboard** - Once you access a link on the Teacher Home Page, the Dashboard link appears in the upper left-hand corner under the GradeBook logo. Click the Dashboard or Class Dashboard link located in the Web site banner to return to the Class Dashboard.
- **Grade Book** - Click the Grade Book link located in the Web site banner to return to the Teacher Home Page.
- **Special Services** - Opens the SpecialServices application if your district uses SpecialServices.
- **PA Admin** - Opens the Parent Access Administration screen for ProgressBook GradeBook teachers with School Web Author and District Web Author privileges.

- **Help** - Displays the help topic related to the screen.
- **Logout** - Ends the ProgressBook GradeBook session.

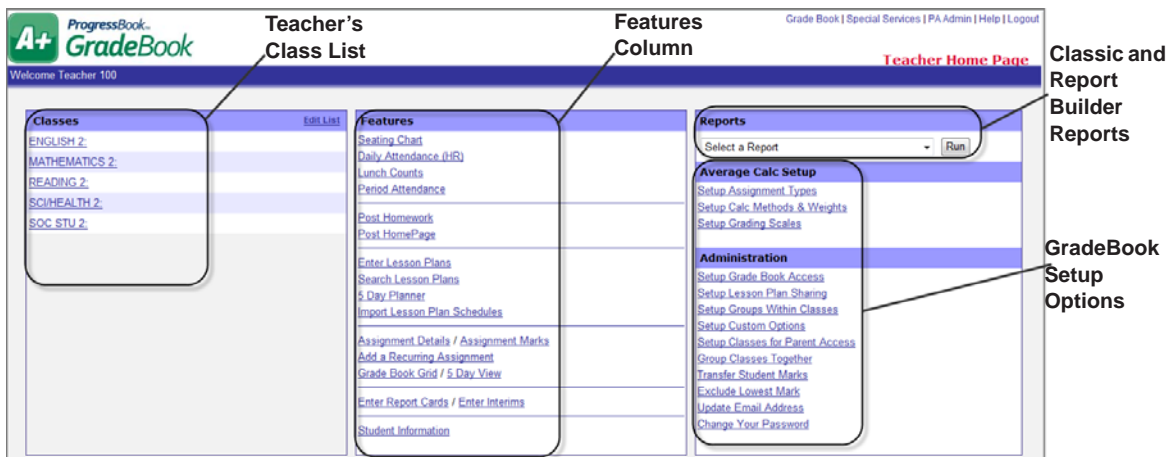


Links Located on the Web Site Banner

Teacher Home Page

The Teacher Home Page is the first screen that appears when you log in to ProgressBook GradeBook as a teacher. The column on the left side of the screen displays the classes assigned to a teacher in the student information system, if your school is integrated with a student information system. You can hover over a class name to display the primary teacher for that class. The Features column provides access to various ProgressBook GradeBook functions. The column on the right provides access to classic and Report Builder reports, if they have been enabled for your school, and GradeBook setup options.

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



Teacher Home Page

Class List

Class naming conventions and scheduling are set up in the student-information system, if your school is integrated with one. However, you can change the display name and order in ProgressBook 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, click the **Edit List** link in the Classes area.
2. On the Class Setup screen, type the **new name** for the class in the Class Alias (Optional) column.
3. Type a **number** in the Order column to designate the order in which you want the class to appear on the Teacher Home Page.
4. Click the **check box** in the Hide column to hide the class from your GradeBook.
5. Click **Save**.

Click Edit List to open the Class Setup screen.

Grade Book | Special Services | PA Admin | Help | Logout

Class Setup

Welcome Teacher 100

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

Class	Course ID	Class Alias (Optional)	Order	Hide?
ENGLISH 2:	1200	English	1	<input type="checkbox"/>
MATHEMATICS 2:	3200	Math	5	<input type="checkbox"/>
READING 2:	6210	Reading	10	<input type="checkbox"/>
SCI/HEALTH 2:	4200	Science	15	<input type="checkbox"/>
SOC STU 2:	2200	Social Studies	20	<input type="checkbox"/>

Save

Edit List Link and Class Setup Screen

Class Dashboard

The Class Dashboard is the main work area in ProgressBook 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. If your school district is integrated with a student information system, student scheduling is done in that system. The middle column provides access to various functions including attendance, lesson plans, assignments, marks, grading scales and calculations setup and reports. 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. Similarly, links to some of the functions may or may not display based on whether or not the class uses the Custom Setup 2 grading scale option. For example, the Standards Based Grid link does not appear unless the class is set up to use standards-based report cards.

A+ ProgressBook GradeBook Grade Book | Special Services | Help | Logout

Welcome ginnēen hinds! Class: Math Grading Period: Q2

Class Dashboard

Students (22)

Student	Miss	Att
D'Souza, Jack		
Dawood, Supta		
Day, James		
Decrane, Jayla		
Deem, Jordan		
Denes, Clair		
Dielman, Xhesi		
Diem, Steven		
Dienes, Taylor		
Dietrich, Kaylee		
Dietrick, David		
Keene, John		
Keester, Oliver		
Keim, Sage		
Keiser, Fiona		
Keith, Jeffrey		
Kelewae, Rebecca		
Keller, Lily		
Kelley, Chad		
Kellogg, Thomas		
Kellon, Noah		
Kelly, Mark		

Update Roster Hide Attendance

Classroom Administration

Seating Chart Lunch Counts
Daily Attendance by Seating Chart
Period Attendance by Seating Chart
Post Homework Post HomePage
View Parent/Student Access Web Site

Lesson Plans

Add a New Lesson Search for Lessons
5 Day Planner Import Schedule

Assignments & Marks

Grade Book Grid 5 Day View
Standards Based Grid Progress By Student
Add an Assignment Recurring Assign.
Enter Report Cards Enter Interims

Average Calc Setup

Assignment Types Grading Scales
Calc Methods & Weights
Calculate Averages

Gradebook Administration

Setup Grade Book Access
Setup Groups within Classes
Transfer Student Marks

Reports

Select a Report Run

Assignments **Float Assign.** **Lessons**



Date	Type	Description	Status
1/6	HW	Problems 5-15 Page 75	
12/21	Test	Chapter Test	✗
12/15	HW	Problems 5-15 Page 70	✓
12/14	Quiz	Chapter Quiz	✓

Add an Assignment Import Assignments

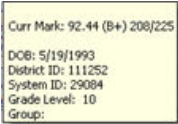






Class Dashboard

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

Class Dashboard Symbols

Symbol	Description	Symbol	Description
	Birthday Present: Indicates student birthday.	Q1, Q2, Q3, Q4	Grading Period Symbols: Indicates the grading period of the school year.
	Indicates that student has forms that need to be viewed. Click the icon to open the Completed Tasks screen in ProgressBook SpecialServices. Note(s): The SpecialServices icon appears for 13 months after the last task was completed.	+	“Holding” category for assignments in future grading periods that are not yet available.

Class Dashboard Symbols

Symbol	Description	Symbol	Description
W (red)	Indicates that student has withdrawn from the class.	Assignment Symbols:	
	Hover pop-up 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 over student's name to see the information.	?	One or more student is missing this assignment.
		W (orange)	Assignment marks have been posted to the Web.
			All marks have been entered for the assignment.
		X (red)	All marks have not been entered for the assignment.
		⊙	The assignment has been excluded for all students.
Letter in "Att" column	Based on the district's attendance codes, indicates whether a student is absent or tardy for the day. Hover over the code to see the description, reason and times.	Number in "Miss" column	Indicates number of missing assignments for the grading period. Click the number to view a list of missing assignments.
	Select to enter a daily comment for student.		Indicates that a daily comment has been added for student. Hover over symbol to read comment. Select to edit comment.
	Opens the Lesson Plan View and Print windows.		Opens the Lesson Plan Maintenance screen for editing, printing, deleting, attaching files to, and rescheduling lesson plans.
	Opens the Reschedule a Lesson window.	X (blue)	Removes the lesson schedule from a class, but does not delete the lesson plan.



The screenshot displays the ProgressBook GradeBook interface. At the top, it says 'Welcome Teacher!' and shows the class '2nd Grade Math'. The 'Class Dashboard' header is on the right. The main area is divided into three sections: a student list on the left, a central menu, and an assignment table on the right. The student list includes names like Difranco, Megan and Donakanti, Rebecca, with status icons for 'Miss' and 'Att'. The central menu has categories like 'Classroom Administration', 'Lesson Plans', 'Assignments & Marks', 'Average Calc Setup', 'Gradebook Administration', and 'Reports'. The assignment table on the right lists dates, assignment types (HW, QZ, CW, TPT), and assignment names, with status icons (checkmarks, question marks, X's) in the final column. Annotations include a circle around a student's name, a box around a student's details, a box around a 'Tardy' status, and a circle around a column of assignment status icons.

Symbols on Class Dashboard

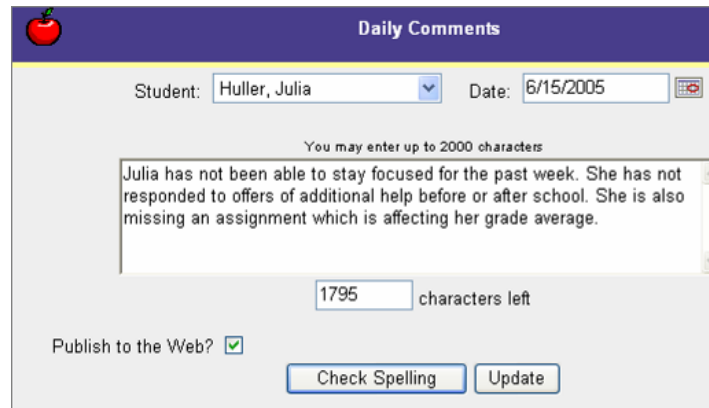
Comments

Enter Daily Comments

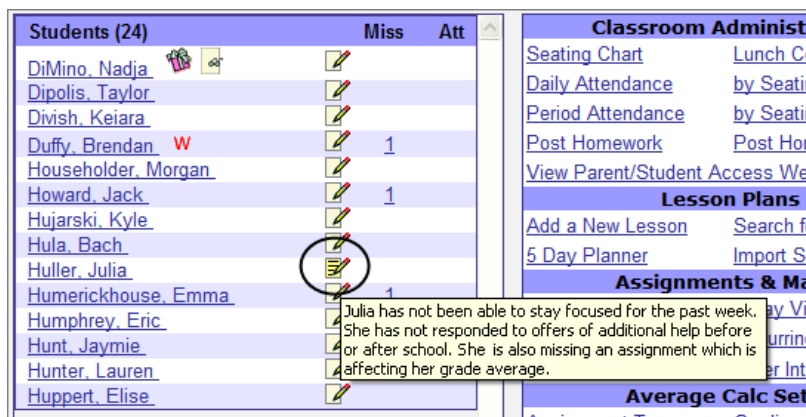
Daily comments may refer to a student's behavior or class participation on a specific date. You can enter comments about a student from the Class Dashboard, Grade Book Grid and Standards Based Grid. These comments can be displayed on the Progress Details section of the Student tab on the ParentAccess Web Site, as well as the Student Progress Reports.

1. Click  next to a student's name.
2. On the Daily Comments window, type your **comment** in the text area.
3. Click **Update**.
4. You may perform any of the following optional **steps**:
 - To display the comment on the ParentAccess Web Site, select the **Publish to the Web? check box**.
 - To check the spelling of the comment text, click **Check Spelling**.
5. Close the **Daily Comments window**.
6. Click the **Refresh** button on the browser window.
7. Hover over  next to the student's name to view the comment.

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 under assignments.



Daily Comments Window



Students (24)	Miss	Att
DiMino, Nadja		
Dipolis, Taylor		
Divish, Keiara		
Duffy, Brendan W		1
Householder, Morgan		
Howard, Jack		1
Hujarski, Kyle		
Hula, Bach		
Huller, Julia		
Humerickhouse, Emma		1
Humphrey, Eric		
Hunt, Jaymie		
Hunter, Lauren		
Huppert, Elise		

Comment Icon Displaying Daily Comment

Change Password

If your district has enabled the Staff Password Changes option, the Change Your Password link displays on your home page.

ProgressBook GradeBook recognizes each user by individual login, so depending on how your school district is set up, changing your password in ProgressBook GradeBook may also change it in other systems. Your district may also have requirements regarding allowing auto-completion of passwords as you type, minimum password length, acceptable characters, and expiration. Check with your ProgressBook GradeBook system manager about your district's password policy.

1. On the Teacher Home Page, click **Change Your Password**.
2. On the Change Password screen, type the **old password** in the Old Password field.
3. Type the **new password** in the New Password field.

Warning messages may display if users enter a password that does not meet your district's password requirements.

4. Type the **new password** again in the Confirm New Password field.

5. Click **Change Password**.

The Login screen displays.

6. Log in to **ProgressBook GradeBook** using your new password.

The screenshot shows a web interface titled "Change Password" in red text at the top right. Below the title is a blue header bar. The main content area has a light gray background. On the left, there is a blue rectangular box containing three password input fields: "Old Password:" followed by a masked field, "New Password:" followed by a masked field, and "Confirm New Password:" followed by a masked field. Below these fields is a "Change Password" button. To the right of the "New Password" field, a yellow warning message box is displayed. The message box contains a yellow triangle with an exclamation mark and the following text: "Passwords must be at least 3 characters in length, include at least one uppercase character, one lowercase character and at least one number. You may also include the following special characters: @ ! * _ \$".

Warning Message about Password Requirements

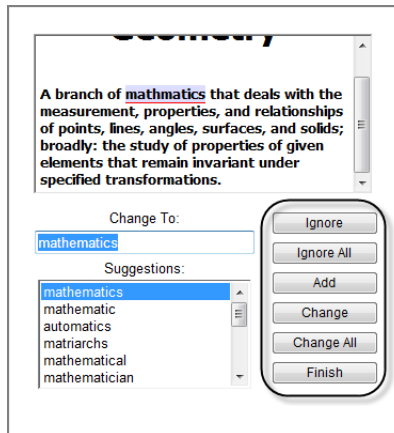
Use Spell Check

You can use the Spell Check feature to check the spelling of text that may appear in lesson plans, on your class home page on the ParentAccess Web Site and homework posts. Spell Check functionality may vary depending on the browser and operating system used.

1. On the Lesson Plan Maintenance screen, Class Home 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 or 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 of the text and to close the Dictionary Popup window.



Dictionary Popup Window


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

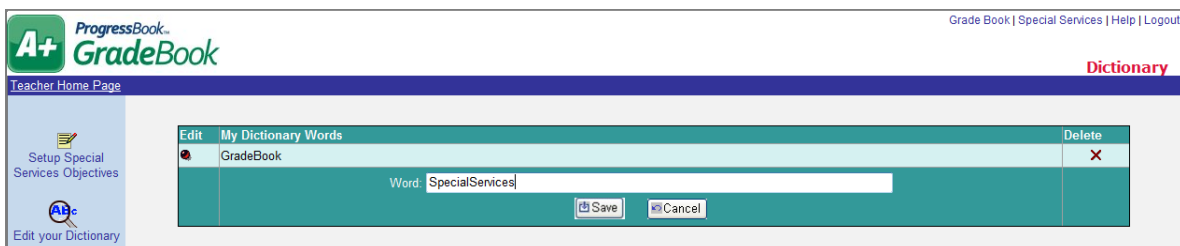
Add Dictionary Entries

You can personalize the ProgressBook 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, click **Setup Custom Options**.



2. On the Custom Options screen, click  on the left side of the screen.
3. On the Dictionary screen, click **Add New Word to Dictionary**.
4. Type the **new word** in the Word field.
5. Click **Save**.





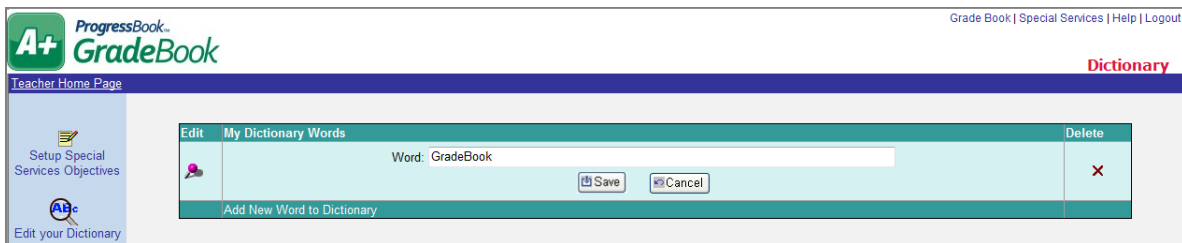
Adding a Dictionary Entry

Edit Dictionary Entries

You can personalize the ProgressBook 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 under Administration, click **Setup Custom Options**.

2. On the Custom Options screen, click  on the left side of the screen.
3. On the Dictionary screen, click  in the Edit column next to the entry.
4. Make the necessary changes.
5. Click **Save**.

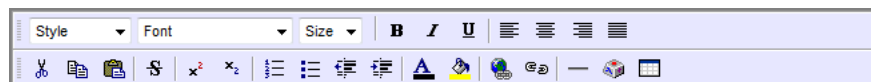


Editing Dictionary Entries

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

Use Text Editor

You can use the Text Editor to format and edit text that may appear in lesson plans, on your class home page on the ParentAccess Web Site and homework posts. Text Editor functionality varies depending on the browser and operating system used. Place your cursor over an icon to see the description.



Text Editor

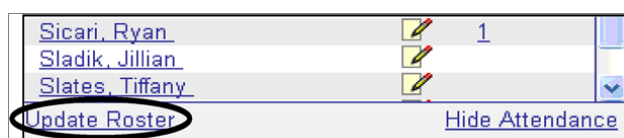
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Class Groups and Class Rosters

Update Class Roster

If your school district is integrated with a student information system, the ProgressBook GradeBook system manager must make the scheduling changes in that system. ProgressBook GradeBook is updated nightly to reflect changes made in the student information system.

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



Update Roster Link on Class Dashboard

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.
 - **Group students together** – Groups must be created in the Setup Groups Within Classes option on the Teacher Home Page.
 - **Hide students** – Use to hide students no longer in your class.
 - **Add students** – Do not use if integrated with a student-information system. This option may not be available in your system.
3. Click **Save**.

Note: If your school district integrates with a student-information system, scheduling changes must be entered in that system. ProgressBook GradeBook is updated nightly to reflect changes made in the student-information system.

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: If your school district is integrated with a student information system that recognizes future student enrollment dates, this ⌚ icon may display on the Class Roster screen when a student is scheduled to begin your class at a future date. The student will automatically display on the class dashboard upon the enrollment date.

[Grade Book](#) | [Special Services](#) | [Help](#) | [Logout](#)

[Dashboard](#) / [5 Day](#) / [Grid](#)

Class: Math

Class Roster

Name	Order	Group	Hide?
D'Souza, Jack			<input type="checkbox"/>
Dawood, Supta			<input type="checkbox"/>
Day, James			<input type="checkbox"/>
Decrane, Jayla			<input type="checkbox"/>
Deem, Jordan			<input type="checkbox"/>
Denes, Clair			<input type="checkbox"/>
Dielman, Xhesi			<input type="checkbox"/>
Diem, Steven			<input type="checkbox"/>
Dienes, Taylor			<input type="checkbox"/>
Dietrich, Kaylee			<input type="checkbox"/>
Dietrick, David			<input type="checkbox"/>

Name	Order	Group	Hide?
Keene, John			<input type="checkbox"/>
Keester, Oliver			<input type="checkbox"/>
Keim, Sage			<input type="checkbox"/>
Keiser, Fiona			<input type="checkbox"/>
Keith, Jeffrey			<input type="checkbox"/>
Kelewae, Rebecca			<input type="checkbox"/>
Keller, Lily			<input type="checkbox"/>
Kelley, Chad			<input type="checkbox"/>
Kellogg, Thomas			<input type="checkbox"/>
Kellon, Noah			<input type="checkbox"/>
Kelly, Mark			<input type="checkbox"/>

Add Students

Save

Add Students Link on Class Roster Screen if Enabled by System Manager

Student Profile Information

The Student Profile screen displays information about the students in a class. Click on a student name on the Class Dashboard to display the Student Profile screen. *"Tabs Available on Student Profile Screen"* provides a brief explanation of the various tabs that are available. Information on the Comments tab is the only information that can be edited by a teacher; information on the other tabs is read-only.

Tabs Available on Student Profile Screen

Tab	Information
Personal	Displays personal information, addresses, parent and student emails (if available), and the last date on which the parent and student have logged in to the ParentAccess Web site.
Contacts	Displays emergency contact information from the student information system.
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 ProgressBook GradeBook. If your report card is integrated with a student information system that does not use live data integration for grading, these grades may not be accurate. Also provides access to current progress reports for the student's other classes.
Comments	Allows the teacher to enter or update general comments related to the student specific to this class. These comments will not be published on any reports or web pages.
Period Attendance	Displays a student's course, section, room, teacher, period and attendance on the screen. The attendance is for that day's attendance 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, if the student information system your district is integrated with supports multiple attendance codes.
Schedule	Displays the student's class schedule including Course, Section, Room, Teacher, Period and Days. Also provides access to current progress reports for the student's other classes.

ProgressBook GradeBook

Grade Book | Special Services | PA Admin | Help | Logout

Student Profile

Dashboard / 5 Day / Grid

Student: Iavarone, Timothy

Personal | Contacts | Progress | Assessments | Comments | Period Attendance | Attendance | Schedule

Personal Information

School Name:	LVHS
Enrollment Status:	A
Enrollment Date:	8/15/2003
Home School:	
Grade Level:	09
Graduation Date:	
Homerom:	202
Date of Birth:	9/1/2008
Sex:	M
Progress Book ID:	2814
District Student ID:	999920835

Addresses

Name	Type	Address	Phone
M/M JOSEPH TOTH	H	21345 MOREWOOD PKWY Rock View, OH 99916	8883560010

Parent/Student Access Use

Type	User	Last Login	Status
Student	Iavarone, Timothy		A
Parent	Iavarone, Timothy		A

Personal Tab on Student Profile Screen

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 the ParentAccess Web Site.

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

Note: To edit an existing comment on the Comments tab, make the necessary changes to the text, and then click Save.

Note: To delete an existing comment on the Comments tab, highlight the text, press the Delete key, and then click Save.

ProgressBook GradeBook

Grade Book | Special Services | PA Admin | Help | Logout

Student Profile

Dashboard / 5 Day / Grid

Student: Iavarone, Timothy Class: ALGEBRA 2 HONORS: 03

Personal | Contacts | Progress | Assessments | Comments | Period Attendance | Attendance | Schedule

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

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

Comments Tab on Student Profile Screen

GradeBook Setup

Assignment Types

You must set up categories of classroom activities such as classwork, homework, quizzes, tests, etc., and assign a mark type to each category to be able to share individual assignments that use those categories in multiple classes. You must also create a unique name and abbreviation for each assignment type.

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

It is not recommended to use letter and number mark types within the same class if the class uses traditional report cards because ProgressBook GradeBook will not be able to calculate an average. In classes that use standards-based report cards, it is possible to combine letter and number mark types within the same class to calculate students' grades, depending on the calculation method used for each assessment. But generally, you would not combine letter and number mark types within the same assessment calculation. See *"Custom Setup 2 Grading Scale for Standards-Based Report Cards"*.

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. ProgressBook 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 **Setup Assignment Types**

Note: Each assignment type name and abbreviation must be unique.

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

Note: It is recommended to use points as the mark type for all assignment types. Do not use letter and number mark types within the same class because ProgressBook GradeBook will not be able to calculate 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 ProgressBook GradeBook.

5. To use the assignment type in all of the classes, select the **check box** in the All column.
6. To use the assignment type in one or multiple classes, but not all classes, select the **check box** for each **class**.
7. Click **Save**.

ProgressBook GradeBook

Grade Book | Special Services | Help | Logout

Assignment Types

Dashboard All Primary Classes

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

	Name	Abbr	Mark Type	All	Math	Reading	Science	Social Studies	Del?	Abbr
/	Classwork	CW	14 Rubric	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CW
/	Homework	HW	Points	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	HW
/	Quiz	Quiz	OSU	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Quiz
/	Test	Test	OSU	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Test
*				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
*				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
*				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
*				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
*				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
*				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
*				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
*				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
*				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Assignment Types Screen

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

Grading Scale Options

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

Default Grading Scale

The Default option can be used for traditional report cards only. ProgressBook GradeBook uses the default grading scale set up by your ProgressBook 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.

ProgressBook GradeBook

Grade Book | Special Services | Help | Logout

Class: Algebra 2: 01

Grading Scale Setup

Mapping

Select the way that you would like to map assignments to the report card:

- ☒ **Default** (No further setup is required.)
All assignments will calculate to the mark assessment on the report card.
The default grading scale for the report card will be used.
Warning: If grades do not calculate, you will need to choose another option.
- ☐ **Custom Setup 1** (Recommended for secondary style report cards.)
Map all assignments to the mark assessment on the report card.
You may choose a grading scale for the class and for individual students.
- ☐ **Custom Setup 2** (Recommended for standards based report cards.)
Map assignments to different assessments on the report card.
Marks for each assessment will be automatically calculated on the report card.
Grading scales for each assessment can be chosen for the class and for individual students.

Save

Default Option on Grading Scale Setup Screen

Note: If you leave the GradeBook set on the Default option and a student's average appears as a question mark (?) or does not display anything, ProgressBook 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.

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, click **Setup Grading Scales**.
2. On the Grading Scale Setup screen, select the appropriate **class** in the Class list.

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**.
4. Click **Save**.
5. Click **Save Next**.

ProgressBook[™]
GradeBook

Grade Book | Special Services | Help | Logout

Class: Algebra 2: 01

Mapping Grading Scale Student Override Copy

Select the way that you would like to map assignments to the report card:

- ☐ **Default** (No further setup is required.)
All assignments will calculate to the mark assessment on the report card.
The default grading scale for the report card will be used.
Warning: If grades do not calculate, you will need to choose another option.
- ☒ **Custom Setup 1** (Recommended for secondary style report cards.)
Map all assignments to the mark assessment on the report card.
You may choose a grading scale for the class and for individual students.
- ☐ **Custom Setup 2** (Recommended for standards based report cards.)
Map assignments to different assessments on the report card.
Marks for each assessment will be automatically calculated on the report card.
Grading scales for each assessment can be chosen for the class and for individual students.

Save Save Next >>

Custom Setup 1 Option on Grading Scale Setup Screen

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

Class: Algebra 2: 01

Mapping Grading Scale Student Override Copy

The default grading scale for this class is:

Lake View High School Default

[Click here to view the grading scales](#)

Save Save Next >>

Link to View Grading Scales

Grading Scales

Grading Scale: Lake View High School Default

Description: Default scale for Lake View High School

Seq#	Mark	Value	Starting %	Ending %	Starting Point	Ending Point
1	A+	4	97.5	110	3.95	4.2
2	A	4	92.5	97.49	3.8	3.94
3	A-	3.7	89.5	92.49	3.6	3.79
4	B+	3.3	86.5	89.49	3.2	3.59
5	B	3	82.5	86.49	2.9	3.19
6	B-	2.7	79.5	82.49	2.6	2.89
7	C+	2.3	76.5	79.49	2.2	2.59
8	C	2	72.5	76.49	1.9	2.19
9	C-	1.7	69.5	72.49	1.6	1.89
10	D+	1.3	66.5	69.49	1.2	1.59
11	D	1	62.5	66.49	0.9	1.19
12	D-	0.7	59.5	62.49	0.6	0.89
13	F	0	0	59.49	0	0.59

Grading Scales Window

7. Close the **Grading Scales** window.
8. On the Grading Scales tab of the Grading Scale Setup screen, select the **grading scale** you want to use from the list.
9. Click **Save Next**.
10. On the Student Override tab, select an **alternate grading scale** for specific students, if appropriate.

Student	Scale
Adamczyk, Jennifer	Class Default
Nader, Adelaide	Class Default
Nadig, Cheridan	IEP District Default
Pruc, Shannon	Class Default
Randickovic, Christina	Class Default

Student Override Tab

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

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

Copy this Custom Setup 1 setup to the following classes:

☐ Algebra 2: 02 ☐ English Gr 11: 01
☐ English Gr 11: 02 ☐ Math - Gr 02: 01
☐ Reading - Gr 02: 01

Copy Complete!

Copy Tab

Note: Student override settings will not be copied to other classes.

Custom Setup 2 Grading Scale for Standards-Based Report Cards

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

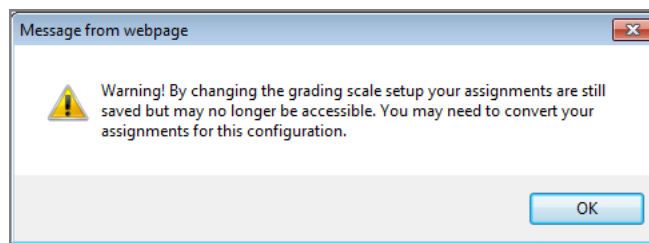
Your system manager may have already set up your GradeBook to automatically use the Custom Setup 2 option. Whether or not your GradeBook has already been configured to use the Custom Setup 2 option, you may still customize your GradeBook to meet your needs by selecting a different grading scale or calculation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

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

Note: If you accessed this screen from the Class Dashboard, you do not have to select the appropriate class.

3. Select **Custom Setup 2**.

Note: On the Grading Scale Setup screen when you select Custom Setup 2, you receive the following message. This message appears even if the class has no assignments. The warning is alerting the user to the fact 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 not able to see the previously created assignments in the class.



Changing Grading Scales Warning Message

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

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

ProgressBook GradeBook

Grade Book | Special Services | Help | Logout

Class: Math - Gr 02: 1

Grading Scale Setup

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

Select the way that you would like to map assignments to the report card:

- ☐ **Default** (No further setup is required.)
All assignments will calculate to the mark assessment on the report card.
The default grading scale for the report card will be used.
Warning: If grades do not calculate, you will need to choose another option.
- ☐ **Custom Setup 1** (Recommended for secondary style report cards.)
Map all assignments to the mark assessment on the report card.
You may choose a grading scale for the class and for individual students.
- ☒ **Custom Setup 2** (Recommended for standards based report cards.)
Map assignments to different assessments on the report card.
Marks for each assessment will be automatically calculated on the report card.
Grading scales for each assessment can be chosen for the class and for individual students.

Save Save Next >>

Convert You may need to convert your assignments. Converting assignments requires a default assessment. This is where the marks will be saved to or copied from.

Custom Setup 2 Option on Grading Scale Setup Screen

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

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

ProgressBook GradeBook

Grade Book | Special Services | Help | Logout

Class: Math - Gr 02: 01

Grading Scale Setup

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

Which report cards and interims do you plan to use?

Available Report Cards:

- ☐ 1st Grade Report Card-LVPR
- ☒ 2nd Grade Report Card
- ☐ 3rd Grade Report Card
- ☐ 4th Grade Report Card

Available Interims:

- ☒ Elem Grade Interim

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

Save Save Next >>

Available Report Cards and/or Interims

- Click **Save Next**.

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

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

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

Default Assessment Informational Hover Tip

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

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

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

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

11. Select one of the following **calculation methods** from the Calculation list to use for each report card assessment.
- **None** – Grade or mark is not calculated by the GradeBook. Teachers must enter the appropriate mark manually.
 - **Average** – Calculates average using points or percentages for assignments in the current grading period. If letter grades are used for assignments, the average is calculated based on the point value associated with each letter grade. For example, if A = 4 and B = 3, etc. these point values will be used to calculate the average.

- **Power Law** – Industry-standard algorithm that applies less weight for assignment marks given earlier in the reporting period than for assignment marks given later in the reporting period.

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

- At least three assignments must be associated with the assessment.
- All the assignments associated with the assessment must have the same point value.
- All the assignments associated with the assessment must have a weight of 1.
- Does not include missing assignments.
- **Highest Achieved** – The highest mark achieved on an assignment in the current grading period. If points are used as the mark type, ProgressBook GradeBook translates the point value into a percentage for each assignment to determine the highest mark. If letter grades are used as the mark type, the letter grade with the highest point value is used. Missing assignments will not be included.
- **Last Achieved** – The last mark achieved on an assignment based on the assignment due date, not including missing assignments, in the current grading period. If points are used as the mark type, ProgressBook GradeBook translates the last mark achieved point value into a percentage to display as the student's grade.
- **YTD Average** – Calculates average using points or percentages for assignments from the beginning of the school year to the end of the current grading period. If letter grades are used for assignments, the average is calculated based on the point value associated with each letter grade. For example, if A = 4 and B = 3, etc. these point values will be used to calculate the average.
- **YTD Power Law** – Industry-standard algorithm that applies less weight for assignment marks given earlier in the school year than for assignment marks given through the end of the current grading period of the school year. The same conditions must be met as for Power Law.
- **YTD Highest Achieved** – The highest mark achieved on an assignment from the beginning of the school year to the end of the current grading period. If points are used as the mark type, ProgressBook GradeBook translates the point value into a percentage for each assignment to determine the highest mark. If letter grades are used as the mark type, the letter grade with the highest point value will be used. Missing assignments will not be included.
- **YTD Last Achieved** – The last mark achieved on an assignment based on the assignment due date, not including missing assignments, from the beginning of the school year to the end of the current grading period. If points are used as the mark type, ProgressBook GradeBook translates the last mark achieved point value into a percentage to display as the student's grade.

12. Select the appropriate **grading scale** from the list to use for each interim assessment, if applicable.

Class: Math - Gr 02: 01

Mapping Report Cards Grading Scale Student Override Copy

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

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

2nd Grade Report Card

Assessment	Grading Scale	Calculation
Overall Grade	Lake View Primary School Default	Power Law
Understands concepts for current work	OSU	Highest Achieved
Knows math facts for current work	OSU	Highest Achieved
Applies problem solving skills	OSU	Last Achieved
Comment		None
Comment#2		None

Elem Grade Interim

Assessment	Grading Scale	Calculation
Demonstrates appropriate behavior	OSU	Highest Achieved
Understands skill/concepts introduced	OSU	Highest Achieved

Save Save Next >>

Default Grading Scales and Calculation Methods for Each Assessment on the Report Card

13. Select one of the following **calculation methods** from the Calculation list to use for each interim assessment, if applicable. See the options listed in *step 11* for further details.
14. Click **Save Next**.
15. On the Student Override tab, select the **student** that will use an alternate grading scale, and then select the **alternate grading scale** for each report card assessment.
16. Click **Save Next**.

Note: If you need to override more than one student, click Save and then repeat step 15.

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

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

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

18. Click **Copy**.

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

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

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Assignments and Assessment Marks

ProgressBook GradeBook provides a variety of options for creating and working with assignments from many screens in your system. 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, teachers can create class or individual student assignments, which can be associated with a specific report card assessment. Numerous options allow for creating various types of class assignments such as recurring, floating or weighted. Once assignments have been created, you can copy assignments, share assignments with other classes, enter assignment marks and post them to the ParentAccess Web Site. After an assignment's due date has passed, various icons, symbols and colors represent its grading status throughout ProgressBook GradeBook. Parents and students can even subscribe to alerts on the ParentAccess Web Site that denote a student's progress regarding specific assignments.

Create Assignments

ProgressBook GradeBook allows you to create an assignment for the entire class or an individual assignment that is unique to one student. Options exist for creating 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 Custom Setup 2 grading scale option for standards-based report cards, you can create an unique assignment for an individual student and associate an assignment with a specific report card assessment. Creating and working with assignments can be completed from numerous screens in your ProgressBook GradeBook system.

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

The Assignment Details screen includes three tabs: Main, Standards and Marks. Only the Main tab is visible when you begin to create an assignment. Once the assignment has been saved, then the other tabs are available.

If you use the Custom Setup 2 Grading Scale option for standards-based report cards, you must select one or more assessment 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.

Create Class Assignments for a Default or Custom Setup 1 Class

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

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


You have not created any assignment types for this class.
You must do this before you will be able to add assignments.

[Click Here](#) to add assignment types.


Message to Add Assignment Types

- On the Assignment Details screen, type a **description** of the assignment in the Description field.
- Select the **type of assignment** from the Assignment Type list.

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

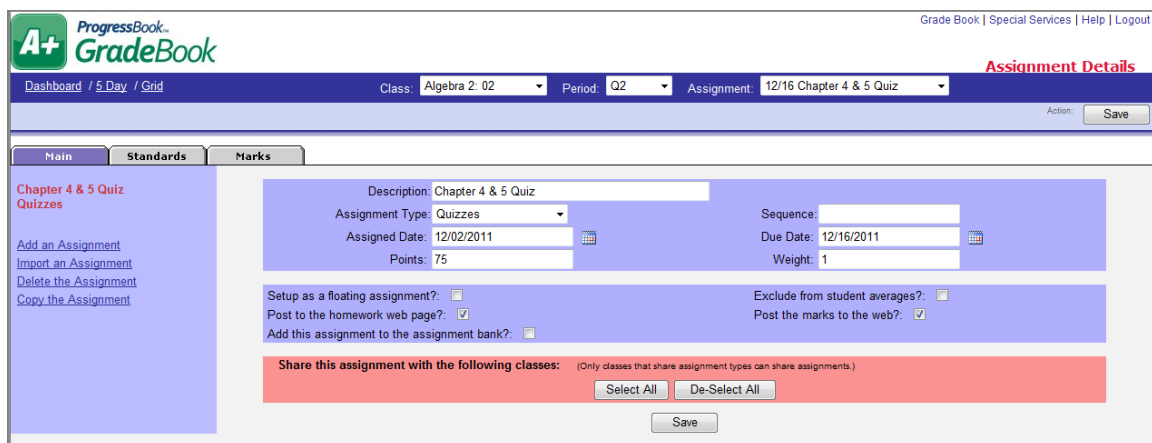
- Click  next to the Date Assigned field to select the **date** the assignment will begin, or type it in the field.

Today's date is the default option.

- Click  next to the Date Due field to select the **date** the assignment is due, or type it in the field.

Note: A message displays notifying users if they enter invalid dates.

- Enter the **value** of the assignment in the Points field.
- Click **Save**.



Assignment Details Screen

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

Note: If you set the weight of an assignment to zero, a message displays explaining that weighting an assignment to zero and not checking the Exclude

from student averages? option will display points earned over points possible for the assignment in GradeBook on the Student Profile screen Progress tab and in ParentAccess on the Student tab in the Progress Details section.

- To assign the assignment to a group rather than the entire class, select a **group** from the Assign to Student Group list. All Students is the default option.
- To designate the assignment as a floating assignment (different assigned and due dates for each student), select the Setup as a floating assignment? **check box**.
- To exclude the assignment from the student averages, select the Exclude from student averages? **check box**.
- To post the assignment description and due date to the Homework section of the ParentAccess Web Site, select the Post to the homework web page? **check box**.
- To add the assignment to the Assignment Bank, select Add this assignment to the Assignment Bank **check box**.
- To post the marks for the assignment to the Progress Details section of the ParentAccess Web Site, select the Post the marks to the web? **check box**.
- To designate the assignment as an extra credit assignment, enter **0** in the Points field.
- To share the assignment with other classes, click the **check box** next to the appropriate class(es).

Note: If the classes in which you want to share an assignment does not appear in the Share box, go to the Assignment Types screen and ensure the classes use the same assignment types.

Class Assignment Options

Create Class Assignments for a Custom Setup 2 Class

When you begin creating an assignment on the Assignment Details screen, only the Main tab is visible. Once the assignment has been saved, the Standards and Marks tabs display. ProgressBook GradeBook allows you to create an assignment and assign different values for each report card assessment that you select. Assignments display with the specific report card assessments on the Progress By Student screen. There are many options available when creating assignments.

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

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

You have not created any assignment types for this class.
You must do this before you will be able to add assignments.


[Click Here](#) to add assignment types.

Message to Add Assignment Types


2. On the Assignment Details screen in the Description field, type a **description** of the assignment.
3. From the Assignment Type list, select the **type of assignment**.

Note: You can change the assignment type from a points to a nonpoints assignment type; as long as, you have not saved marks for this assignment.

Note: The Sequence filed is only used for floating assignments.

4. Click  next to the Date Assigned field to select the **date** the assignment will begin, or type it in the field.

Today's date is the default option.

5. Click  next to the Date Due field to select the **date** the assignment is due, or type it in the field.

Note: A message displays notifying users if they enter invalid dates.

6. In the Weight field, enter the correct **weight** for the assignment.

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

Note: If you set the weight of an assignment to zero, a message displays explaining that weighting an assignment to zero and not checking the Exclude from student averages? option will display points earned over points possible for the assignment in GradeBook on the Student Profile screen Progress tab and in ParentAccess on the Student tab in the Progress Details section.

7. To assign the assignment to a group rather than the entire class, select a **group** from the Assign to Student Group list.

All Students is the default option.

8. In the Select one or more assessment on each report card and/or interim area, check the **assessments**, which apply to this assignment.

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

Note: If you enter a point value for an assessment, the check box for the assessment is automatically checked.

Note: If this is a points assignment, you must enter a numeric value in the Points field for the selected assessments.

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

If this is nonpoint assignment, the Points field is disabled, and n/a appears in the field.

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

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

10. Click **Save**.

ProgressBook GradeBook

Grade Book | Special Services | Help | Logout

Dashboard / 5 Day / Grid

Class: SCI/HEALTH 2: 2 Period: Q1 Assignment: Add an Assignment

Action: Save

Main

Add an Assignment
Import an Assignment

Description: Solids, Liquids and Gases Quiz

Assignment Type: Quizzes

Assigned Date: 10/4/2011

Sequence:

Due Date: 10/4/2011

Weight: 1

Assign to Student Group: All Students

Setup as a floating assignment?: ☐

Post to the homework web page?: ☒

Add this assignment to the assignment bank?: ☒

Exclude from student averages?: ☐

Post the marks to the web?: ☒

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

Grade 2 SB (08-09)	Points
<input checked="" type="checkbox"/> Overall Progress (total)	25
<input checked="" type="checkbox"/> Applies nature of science skills	25
<input type="checkbox"/> Demonstrates knowledge of Ohio's plants and animals	
<input type="checkbox"/> Explores sources of light and sound	
<input type="checkbox"/> Recognizes the relationship of objects in space	
<input type="checkbox"/> Observes changes in weather patterns	
<input type="checkbox"/> Test Add for details	

Share this assignment with the following classes: (Only classes that share assignment types and report card assessments can share assignments.)

Select All De-Select All

Save

Assignment Details Screen for a Class Using the Custom Setup 2 Grading Scale

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

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

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

- To designate the assignment as a floating assignment (different assigned and due dates for each student), select the Setup as a floating assignment? **check box**.

Note: When you select the Setup as floating assignment? check box, the Due Date field disappears, and the Assigned Date and Due Date fields are available on the Assignment Marks screen, which are editable.

- To exclude the assignment from the student averages, select the Exclude from student averages **check box**.
- To post the assignment description and due date to the Homework section of the ParentAccess Web site, select the Post to the homework web page? **check box**.
- To post the marks for the assignment to the Progress Details section of the ParentAccess Web site, select the Post the marks to the web? **check box**.
- By default, the Add this assignment to the assignment bank option is selected. If you do not want the assignment to be added to the Assignment Bank, deselect the **check box**.
- To share the assignment with other classes, in the Share this assignment with the following classes area, click the **check box** next to the appropriate class(es).

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

Assignment and Assessment Marks

The marks entered for assignments are calculated in students' averages unless you choose to exclude a specific assignment. ProgressBook 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 from the Assignment Marks screen and Grade Book Grid and, in classes that use standards-based report cards, assessment marks on the Standards Based Grid. After an assignment's due date has passed, various icons, symbols and colors represent its grading status throughout ProgressBook GradeBook.

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

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. ProgressBook GradeBook does not include an assignment in students' averages until a mark is entered for it or the assignment has been designated missing. You must have shared your GradeBook with other teachers before they can enter marks for an assignment for you.

1. On the Class Dashboard, select the **assignment** in the Assignments list for which you are entering marks.

2. On the Assignment Marks screen, notice the number of possible points for this assignment in the Points field on the left side of the screen.
3. Enter a **mark** in the Mark column for each student.

Note: You can use the **<Enter>** or **<Tab>** keys to move from field to field.

Note: To save time, you can enter a default mark for an assignment for all students, and then change individual student marks as necessary.

4. Change the **weight** of the assignment, if necessary.

Note: If you want to set the weight of an assignment to zero, a warning message displays under the Weight field ensuring you want to display the students' marks in GradeBook and ParentAccess. If you do not want to display the marks, then check the Exclude from student averages? option to hide marks.

5. You can perform any of the following optional steps while entering assignment marks:
 - a. To mark an assignment as missing for a student, leave the Mark field blank, and select the **check box** in the Missing column next to the student. Using this option instructs ProgressBook GradeBook to calculate the assignment as zero (0) in the student's average and ensures that the assignment is included on the Missing Assignment Report.
 - b. To mark an assignment as late for a student, select the **check box** in the Late column next to the student. 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, select the appropriate **option** in the Exclude list next to the student.
 - d. To exclude the assignment marks from ALL students' averages, select the Exclude from student averages? **check box** on the left side of the screen.
 - e. To enter a **comment** regarding an individual student's mark for this assignment, type the **comment** in the Comments column.
6. Click **Save**.

Note: You can hover 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: When you are on the Assignment Marks screen and you have a Default or Custom Setup 1 class selected and switch to a Custom Setup 2 class in the current grading period, then ProgressBook GradeBook takes you to the Assignment Marks screen for that class and defaults to the first assignment on the Class Dashboard.

Student	Mark	Missing	Late	Exclude?	Comments
Shannon_Brett	72	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	
Sladik_Jillian	65	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	
Slates_Tiffany	68	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	
Slattery_Joseph	73	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	
Smerdel_Brian	60	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	

Assignment Marks Screen for a Default or Custom Setup 1 Class

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

To save time, you can set a default mark for an assignment for all students and then change only those marks that are different. You can set a default mark only on the Assignment Marks screen for a Default or Custom Setup 1 class.

1. On the Marks tab of the Assignment Marks screen, type the **default mark** in the Set all to the following default mark field.
2. Select the appropriate option for the Override existing marks? setting.
3. Click **Go**.

The default mark displays in the Mark column for all the students.

Note: Default marks override unsaved individual marks even if No is selected for the Override existing marks? option. Remember to save marks entered manually before entering a default mark.

Set all to the following default mark:

Override existing marks? ☐ Yes ☒ No

Set Default Mark for a Class Using the Custom Setup 1 Grading Scale

4. Click **Save**.

Enter Class Assignment Marks for a Custom Setup 2 Class on Assignment Marks Screen

You can enter separate marks for each selected assessment for a standards-based assignment on the Assignment Marks screen, Grade Book Grid or Progress By Student screen. The marks given for assignments are calculated in students' averages unless you choose to exclude a specific assignment or do not use a calculation. ProgressBook GradeBook does not include an assignment in students' averages until a mark is entered for it or the assignment has been designated missing. You must have shared your GradeBook with other teachers before they can enter marks for an assignment for you.

1. On the Class Dashboard, select the **assignment** in the Assignments list for which you are entering marks.

Note: *If no assessments were selected on the Assignment Details screen, the Save button is disabled on the Assignments Marks screen, and a message displays stating that marks cannot be saved because there are no assessments selected.*

2. On the Assignment Marks screen under the description of the assessment, notice the number of **possible points** if points are being used as the mark type for the assignment type.
3. In the assessment column, enter a **mark** for each student.

Note: *If a class uses more than one report card, the assessments are grouped by report card in their report card sequence order with the name of the report card above the assessment columns, and a gold divider line separates assessments from different report cards.*


Note: *If you selected a default assessment on the Assignment Details screen for a point assignment type, the default assessment's column heading is grey, and the points entered for the other selected assessments total in the default assessment field. However, if on the Assignment Details screen you made the default assessment's point value a different value than the sum of the assessments, totalling is disabled on the Assignment Marks screen for that assignment.*

Note: *If on the Assignment Marks screen you do not want the sum to equal the other assessments, the point value for default assessment is editable.*

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

Note: *When entering marks for the first student on the roster, you have the option to Copy Marks, Duplicate or Clear Marks. The Copy Marks and Clear Marks options applies to all of the students for that assignment or assessment. The Copy Marks and Clear Marks options can also be used in the Missing, Late, Exclude and Comments column. When you use the Copy Marks option, the option does not override previously entered marks, exclusions or late flags; however, if a student was previously entered as Missing the assignment, the Copy Marks option overrides the Missing indicator.*

Note: The Duplicate option is available for any cell in the first row, except the last. When you click Duplicate, it duplicates the mark entered to all additional assessments to the right, and it does not override previously entered marks. When you hover over Duplicate, a tool tip displays, and the column, which is to be duplicated, is highlighted in yellow.

Note: In the first assessment column, you can also click  to duplicate the mark entered to all additional assessments for this student.

Note: When entering marks for the first student on the roster, you can duplicate the mark for every student's assessments by entering the mark for the first

student in the roster, clicking  and then clicking .

Note: For a Custom Setup 2 class standards-based assignment, you can use the arrow keys to navigate on the page, which you cannot do in a Custom Setup 1 or Default class. In addition, the Enter key will move the cursor down the same column and the Tab key will move across the row skipping Missing, Late and Exclude columns.

4. For each assessment, continue entering a **mark** for each student.

Note: On the Assignment Marks screen if you enter points for an assessment, which are higher than the possible points for the assessment, the points are shown in red, so you notice the inconsistency. The extra points are calculated into the student's grade as extra credit.

5. You can perform any of the following optional **steps** while entering assignment marks:
 - To mark an assignment as missing, leave the Mark field blank, and select the check box in the Missing column in the row of the student's name. Using this option instructs ProgressBook GradeBook to calculate the assignment as zero in the student's average and ensures that the assignment is included on the Missing Assignment Report.
 - To mark an assignment as late, select the check box in the Late column in the row of the student's name. Using this option does not affect the student's average and ensures that the late assignment displays on the Student Progress Reports.
 - To exclude an assignment from an individual student's grade, select the appropriate option in the Exclude list next to the student.
 - To exclude the assignment marks from all students' averages, select the Exclude from students' averages? check box on the upper-right side of the screen.
 - To enter a comment regarding an individual student's mark for this assignment, in the Comments column, type the comment.

Note: In a comment field, you can enter a comment up to 1,000 characters, and if a comment is entered, you can use the arrow keys to move the cursor through the comment; however, if a comment is not entered when you use the enter keys, the cursor moves to the next field in the following row.

6. Click **Save**.

Note: If your assignment marks do not save, you receive an error message on the screen that the marks did not save.

Note: On the Assignment Marks screen when you hover over a student's name, a tool tip displays with the student's Average, Birthdate, District ID, System ID, Grade Level and Group, if applicable.

Note: When you are on the Assignment Marks screen for a Custom Setup 2 class and switch to a Default or Custom Setup 1 class in the current grading period, then ProgressBook GradeBook takes you to the Assignment Marks screen for that class, but you must select an assignment from the Assignment List.

Assessments are grouped by report card name.

Default assessment is grey

Point value for the default assessment is editable if you do not want it to total the other assessments.

ProgressBook GradeBook

Dashboard / 5 Day / Grid

Class: Writing 2: Period: Q2 Assignment: 12/23 Writing Test Sentence Structure

Assignment Marks

Due Date: 12/23/2011 Assignment Type: Homework Assigned Date: 12/23/2011 Weight: 1

Report Card: 2nd Grade Report Card

Student	understands nouns Points (5)	understands verbs Points (5)	understands sentences vs phrases (total Points (10))	understands punctuation Points (5)	Understands parts of speech Points (5)	Missing	Late	Exclude	Comments
Dotterer, Mary	5	5	10	5	5				
Dotts, Iesha	5	5	10	5	5				
Doud, Brian	4	4	10	4	4				
Dougherty, Anna	5	5	10	5	5				
Doughtry, Julia	4	4	10	4	4				
Douglas, Ethan	5	5	10	5	5				
Drab, James	4	4	10	4	4				
Drabick, Molly	5	5	10	5	5				
Draiss, Brendan	3	3	10	3	3				
Drake, Colin	5	5	10	5	5				
Dramble, Thomas	2	2	10	2	2				
Dramuski, Austin	5	5	10	5	5				
Draper, William	4	4	10	4	4				
Dravecky, Rachel	5	5	10	5	5				

Save

Assignment Marks Screen for a Custom Setup 2 Class



Grade Book Grid

For a Default or Custom Setup 1 class, the Grade Book Grid provides a traditional view of assignments and marks in the GradeBook. For a Custom Setup 2 class, the Grade Book Grid provides a traditional view of multiple standards-based class assignments, their assessments and marks. For a Default or Custom Setup 1 class, you must enter marks individually by assignment for each student. The Grade Book Grid displays a separate column for each assignment. At the top of the grid, each column displays with the abbreviation for the assignment type, due date and assignment description. When you hover over the column heading, a tool tip displays with the assignment's name, assignment's points and assignment's weight.

For a Custom Setup 2 class, you can enter marks for multiple standards-based class assignments and their assessments on the Grade Book Grid. The Grade Book Grid displays a separate column for each assessment to which an assignment is mapped, so marks can be entered for each. On the top and bottom column headers, assessments for the same assignment are grouped together by color and separated from other assignments' assessments by a gold divider line to distinguish between the assignments. At the top of the grid, each column displays with the abbreviation for the assignment type, due date and assignment description. When you hover over the column heading, a tool tip displays with the assessment's name, assessment's points, if the assignment type uses points, and assignment's weight.

Icons, symbols, codes and colors display on the Grade Book Grid to help you identify missing, excluded and late assignments, as well as the status of assignment marks and student progress alerts. *"Icons, Symbols, Codes and Colors Used on the Grade Book Grid"* displays icons, symbols, codes and colors used on the Grade Book Grid.

Icons, Symbols, Codes and Colors Used on the Grade Book Grid

Data Entry Symbol	Display Code/Icon	Color	Description
?	?	Aqua	Missing
	d	Yellow	Past due
	t	Light Beige	Late
!	!	Gray	Excluded
!!	!!	Orange	Excluded but posted to Web
	L	Fuchsia	Excluded as lowest mark
	L!	Green	Excluded as lowest mark but posted to Web
		Yellow	Student progress alert regarding an assignment was sent.
		Green	Student progress alert regarding on an assignment was viewed on ParentAccess Web Site.

Display setting preferences can also be modified at the bottom of the Grade Book Grid screen. Different preferences can be set for each class.

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

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

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

ProgressBook GradeBook

Grade Book | Special Services | Help | Logout

Grade Book Grid

Dashboard Class: Algebra 2.01 Period: Q2 View: Dated Assignments - All Go

Update Roster Create an Assignment Save

Student	Avg	YTD Avg	Ms	Att	Cmt	HW 11/11 Page 208 - odd problems	OZ 11/15 Chapter 4 Quiz	HW 12/9 Page 218 - odd problems	OZ 12/9 Chapter 5 Quiz	HW 12/14 Chapter 5 Worksheet	OZ 12/16 Chapter 5 & 6 Quiz	ExCr 12/19 Chapter 5 Extra Credit
Adamczyk, Jennifer	80.45 B- 177/220	84.62 (B)				6	37	10	36	19	74	3
Nader, Adelaida	95.45 A 210/220	89.85 (A-)				10	43	10	46	20	77	4
Nadig, Cheridan	86.82 B+ 191/220	85.53 (B)				8	39	9	38	21	72	4
Pruc, Shannon	68.64 D+ 151/220	83.42 (B)				8	45	8	21	66	66	3
Randjekovic, Christina	85.00 B 187/220	86.27 (B)				10	46	9	39	22	58	3
Reesev, Kathryn	91.82 A- 202/220	87.48 (B+)				9	42	9	41	22	76	3
Rencic, Carolyn	95.00 A 209/220	86.34 (B)				10	48	10	48	19	71	3
Retherford, Jonathon	85.91 B 189/220	83.01 (B)				10	35	9	45	19	68	3
Revall, Daniel	95.00 A 209/220	88.72 (B+)				9	43	9	45	21	78	4

Grade Book Grid

ProgressBook GradeBook

Grade Book | Special Services | PA Admin | Help | Logout

Grade Book Grid

Dashboard Class: Math Period: Q2 View: Dated Assignments - All Go

Update Roster Create an Assignment Save Pages: 1 2

Student	Avg	Ms	Att	Cmt	Quiz 12/14 Chapter Quiz	Quiz 12/14 Chapter Quiz	Quiz 12/14 Chapter Quiz	HW 12/14 Problems 1-10 Page 70	HW 12/14 Problems 1-10 Page 70	HW 12/14 Problems 1-10 Page 70	HW 12/14 Problems 1-10 Page 70	Test 12/21 Chapter Test	Test 12/21 Chapter Test	Test 12/21 Chapter Test
O'Souza, Jack					S	S	S	5	4	5	5	S+	O	O
Dawood, Surpa					S	S	S	5	4	5	5	S+	O	S-
Day, James					S	S	S	5	4	5	5	S+	S+	S+
Decrane, Jayla					S	S	S	5	4	5	5	S+	S+	S
Deem, Jordan					S	S	S	5	4	5	5	U	U	U
Demes, Clair					S	S	S	5	4	5	5	S+	S+	S+
Dielman, Khesi					S	S	S	5	4	5	5	S+	S+	S+
Diem, Steven					S	S	S	5	4	5	5	O-	O-	O-
Dienes, Taylor					S	S	S	5	4	5	5	S+	S+	S+
Dietrich, Kaylea					S	S	S	5	4	5	5	U	U	U
Dietrich, David					S	S	S	5	4	5	5	S+	S+	S+
Keene, John					S	S	S	5	4	5	5	S	S+	S+
Keester, Oliver					S	S	S	5	4	5	5	O-	O-	O-
Keim, Sage					S	S	S	5	4	5	5	S+	S+	S+
Keiser, Fiona					S	S	S	5	4	5	5	S	S	S
Keith, Jeffrey					S	S	S	5	4	5	5	S+	S+	S+
Kelewae, Rebecca					S	S	S	5	4	5	5	S+	S+	S+
Keller, Lily					S	S	S	5	4	5	5	S+	S+	S+
Kelley, Chad					S	S	S	5	4	5	5	S+	S+	S+
Kellogg, Thomas					S	S	S	5	4	5	5	S+	S+	S+
Kellon, Noah					S	S	S	5	4	5	5	O-	O-	O-
Kelly, Mark					S	S	S	5	4	5	5	S+	S+	S+
Average Points								5	4	5	5			
Possible Points								5	5	5	5			
Average Percentage								100	80	100	100			
Assignment Weight					1	1	1	1	1	1	1	1	1	1
Post Marks to the Web?					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Update Roster Create an Assignment Save Pages: 1 2

Grade Book Grid for an Assignment with Assessments

Navigate Grade Book Grid

The Web site banner at the top of the Grade Book Grid provides several elements for navigating classes, grading periods and GradeBook views. You can select an individual grading period in the Period list or select All to view all of the assignments for the school year. You can also select any of the available options in the View list to filter the display of information on the Grade Book Grid. For example, to view class attendance codes for a student for each day, select Period Attendance in the View list. If you are using standards-based report cards, options are available in the View list to filter assignments by report card and interim assessments.

For GradeBooks with numerous assignments, pages numbers display near the top-right corner of the grid. Select a page number to navigate to the correct page in the GradeBook.

The class roster is located on the left side of the Grade Book Grid, followed by a column that displays the student's current average, possible points and earned points to two decimal places. For example, 83.27 B 204.5/245. The other columns display year to date average, if year to date grade calculations have been enabled for the report card used in the class, missing assignments, daily attendance and daily comments.

Numerous elements on the Grade Book Grid display additional information. For example, hover over an assignment type abbreviation at the top or bottom of a column to display the assignment or assessment name, possible points, if applicable, and assignment weight.

Hover over a mark to display the name of the student and the assignment or assessment. Hover over a student's name to reveal the student's birth date, district and system identification numbers, grade level and group assignment, if applicable. You can click on a student's name to open the Student Profile screen to view personal and contact information, progress, attendance and schedules.

Click the number in the Ms (missing assignment) column for a student to view missing assignment details or print a list of missing assignments.

Hover over an attendance code in the Att column for a student to display multiple attendance codes if the student information system your district is integrated with supports them.

Average Points, Possible Points, Average Percentage, Assignment Weight and Post Marks to the Web display directly under the list of students near the bottom of the grid.

Use the View option to filter the assessments that display or to view period attendance.

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

ProgressBook GradeBook

Grade Book | Special Services | PA Admin | Help | Logout

Grade Book Grid

Dashboard Class: Math Period: Q2 View: Dated Assignments - All Go

Update Roster Create an Assignment Save Pages: 1 2

Student	Avg	Ms	Att	Cmt	Quiz 12/14 Chapter Quiz	Quiz 12/14 Chapter Quiz	Quiz 12/14 Chapter Quiz	HW 12/14 Problems 6-12 Page 70	HW 12/14 Problems 6-12 Page 70	HW 12/14 Problems 6-12 Page 70	HW 12/14 Problems 6-12 Page 70	Test 12/21 Chapter Test	Test 12/21 Chapter Test	Test 12/21 Chapter Test
D'Souza, Jack					S	S	S	5	4	5	5	S+	O	O
Dawood, Suptya					S	S	S	5	4	5	5	S+	O	S-
Day, James					S	S	S	5	4	5	5	S+	S+	S+
Decrane, Jayla					S	S	S	5	4	5	5	S+	S+	S
Deem, Jordan					S	S	S	5	4	5	5	U	U	U
Denes, Clair					S	S	S	5	4	5	5	S+	S+	S+
Dielman, Khesi					S	S	S	5	4	5	5	S+	S+	S+
Diem, Steven					S	S	S	5	4	5	5	O-	O-	O-
Dienes, Taylor					S	S	S	5	4	5	5	S+	S+	S+
Dietrich, Kaylee					S	S	S	5	4	5	5	U	U	U

Grade Book Grid View Options and Navigation for a Standards-Based Class

Use the View option to filter the assignments that display or to view period attendance.

ProgressBook GradeBook

Grade Book | Special Services | Help | Logout

Grade Book Grid

Dashboard Class: Algebra 2: 01 Period: Q2 View: Dated Assignments - All Go

Update Roster Create an Assignment Save

Student	Avg	YTD Avg	Ms	Att	Cmt	HW 12/14 Chapter 3 Problems	OZ 12/14 Chapter 3 Quiz	ExCr 12/14 Chapter 3 Extra Credit
Adamczyk, Jennifer	80.45 B- 177/220	84.62 (B)				10	37	11
Nader, Adelaide	95.45 A 210/220	89.05 (A-)				10	43	11
Nadig, Cheridan	86.82 B+ 191/220	85.53 (B)				8	39	9
Phuc, Shannon	68.64 D+ 151/220	83.42 (B)	1			8	45	8
Bandakovic, Christina	85.00 B 187/220	86.27 (B)				10	46	9
Reesay, Kathryn	91.82 A- 202/220	87.48 (B+)				9	42	9
Rencic, Carolyn	95.00 A 209/220	86.34 (B)				10	48	10
Rutherford, Jonathan	85.91 B+ 189/220	83.01 (B)				10	35	9
Rerrall, Daniel	95.00 A 209/220	88.72 (B+)				9	43	9
Reyes, Jacqueline	80.45 B- 177/220	86.43 (B)	1			9	41	9
Robinson, Megan	83.18 B 183/220	88.46 (B+)				8	36	8
Ryland, Nicole	76.82 C+ 169/220	86.63 (B+)	1			8	30	9
Sauer, Saher W	70.00 C- 154/220	81.85 (B)	1			8	10	38
Scarnecchia, Trevor	90.00 A- 198/220	88.34 (B+)				8	47	10
Scheuer, David	92.27 A- 203/220	86.28 (B)				10	43	9
Schlessinger, Kevin	79.55 B- 175/220	82.46 (B)				9	36	9
Schoonover, Lauren	74.65 C 164/220	77.59 (C+)				5	35	9
Scina, Jessica	88.18 B+ 194/220	85.71 (B)				9	38	10
Seelman, Kimberly	86.82 B+ 191/220	85.20 (B)				10	48	9
Sgro, Brittany	93.18 A 205/220	86.84 (B+)				8	38	8
Shannon, Brett	80.91 B- 178/220	84.70 (B)	1			8	41	45
Sikani, Ryan	89.09 B+ 196/220	89.23 (B+)				8	44	8
Sladik, Jillian	82.27 B- 181/220	81.17 (B)				8	43	9
Slates, Tiffany	90.45 A- 199/220	88.05 (B+)				8	46	8
Smerdel, Brian	86.36 B 190/220	88.36 (B+)				10	41	8
Average Points						8.6	41.4	9
Possible Points						10	50	10
Average Percentage	85.1					86	82.8	90
Assignment Weight						1	1	1
Post Marks to the Web?								

Update Roster Create an Assignment Save

Grade Book Grid View Options and Navigation for a Traditional Class

Enter Class Assignment Marks on Grade Book Grid

You can enter each mark individually for each assignment or assessment for each student on this screen, or when entering marks for the first student on the roster, you can use the option to either Copy Marks or Clear Marks for all of the students for that assignment or assessment.

When you use the Copy Marks option, the option does not override previously entered marks and late flags; however, if a student was previously entered as Missing the assignment or Excluded from the assignment, the Copy Marks option overrides Missing and Excluded indicators.

When you use the Clear Marks option, the option overrides all previously entered marks, Missing indicators and Excluded indicators; however, if a student was previously entered as Late for the assignment or assessment and the assignment or assessment had a previously entered mark, the Clear Marks option overrides the mark, but it leaves the Late indicator.

When entering marks, you can use 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 will move down to the first mark field of the next row. The Enter key moves the cursor down the screen from top to bottom. When the cursor reaches the bottom of the Marks column, it will return 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 **Grade Book Grid**.
2. If you entered the Grade Book Grid from the Teacher Home Page, select the **class** you want to view in the Class list. If you entered from the Class Dashboard, that class displays in the Class list.
3. Make sure the **current quarter** displays in the Period field. If it is not the correct quarter, select it.
4. Select the appropriate **assignment or assessment view** to display in the View list.
5. Click **Go**.

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

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

6. Type the appropriate **mark** in the assignment or assessment field for each student.


Note: On the Grade Book Grid for any type of class, you can enter a mark for the first student on the roster and use the Copy Marks option.

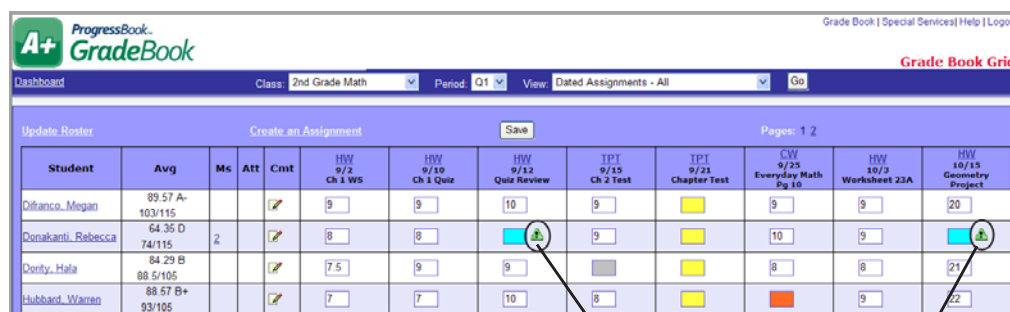
Note: For classes using the Custom Setup 2 grading scale, Missing and Excluded applies to the entire assignment, so entering the ? or ! symbols to one assessment to which the assignment is mapped will automatically enter it for all assessments for that assignment.

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.

7. Click **Save**.

The message “Your changes have been saved.” displays.

Note: If the school sends student progress alerts and parents subscribe to them, a yellow alert icon  displays next to an assignment that was posted to the ParentAccess Web Site and marked as missing.



Student	Avg	Ms	Att	Cmt	HW 9/2 Ch 1 WS	HW 9/10 Ch 1 Quiz	HW 9/13 Quiz Review	TPT 9/15 Ch 2 Test	TPT 9/21 Chapter Test	CW 9/25 Everyday Math Pg 18	HW 10/3 Worksheet 23A	HW 10/13 Geometry Project
Difranco, Megan	89.57 A- 103/115				9	9	10	9		9	9	20
Conakanti, Rebecca	64.35 D 74/115	2			8	8	10	9		10	9	20
Conity, Hala	84.29 B 88.5/105				7.5	9	9			8	8	21
Hubbard, Warren	88.57 B+ 93/105				7	7	10	8			9	22

Student progress alert icon

Alert Icons on the Grade Book Grid

Standards Based Grid

The Standards Based Grid provides a view of a student's progress by assessment. You can view all the students in a class or only students in a specific class group. You can also hover over attendance codes and comment icons to display additional information. You can also click in the heading column, and the assessment window opens that groups students together that receive the same mark for that assessment. To view the class on the Standards Based Grid, it must meet the following setup requirements:

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

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

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

Several options are available for viewing assessments for report cards and interims associated with a class. In addition to entering assessment marks for assessments that are not calculated from the GradeBook, you can click on a link, except for a comment link, and the Progress By Student screen opens. When you are finished on the Progress By Student screen, you can click on the Return to Standards Based Grid link on the left side of the screen under the banner. See “Progress By Student”. Also, when you click on the comment link, the Daily Comments window open, and you can enter a daily comment for the student. See “Enter Daily Comments”.

View groups within the class.

View report cards and interims associated with the class.

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

The mark represents the student's current progress for the assessment. Click the assessment mark to open the Progress By Student screen.

ProgressBook GradeBook

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Standards Based Grid

Dashboard Class: 2nd Grade Math Period: Q3

Filter by: Group: All Report Card: All Action: Save

Student	Miss	Att	Cmt	Overall Grade (Average)	Understands concepts for current work (Average)	Knows math facts for current work (Last Achieved)	Understands equivalent names for numbers (Manual)	Understands meanings of operations (Highest)	Computes accurately (Last Achieved)	Applies problem solving skills (Average)	Demonstrates appropriate behavior (Average)
Diffanco, Megan				S- (2)	S- (2)	S- (2)	(1)	S- (1)	S- (1)	S- (2)	I (1)
Donakanti, Rebecca	1			U (2)	U (2)	I (2)	(1)	I (1)	I (1)	U (2)	I (1)
Dority, Hala				S- (2)	S- (2)	S- (2)	(1)	S- (1)	S- (1)	S- (2)	I (1)
Dotts, Iesha W											
Hubbard, Warren				S+ (2)	S+ (2)	S+ (2)	(1)	S+ (1)	S+ (1)	S+ (2)	I (1)
Hubman, Laura		A		S- (2)	S- (2)	S- (2)	(1)	S- (1)	S- (1)	S- (2)	I (1)
Hudson, Coco				O (2)	O (2)	O (2)	(1)	O (1)	O (1)	O (2)	I (1)
Huge, Jayme				S- (2)	S- (2)	S- (2)	(1)	S- (1)	S- (1)	S- (2)	I (1)
Huntton, James				S- (2)	S- (2)	S- (2)	(1)	S- (1)	S- (1)	S- (2)	I (1)
Hurd, Tzvetelin				S+ (2)	S+ (2)	S+ (2)	(1)	S+ (1)	S+ (1)	S+ (2)	I (1)
Hurless, Grant				S- (2)	S- (2)	S- (2)	(1)	S- (1)	S- (1)	S- (2)	I (1)
Hurley, Charles				S- (2)	S- (2)	S- (2)	(1)	S- (1)	S- (1)	S- (2)	I (1)
Hyvarinen, Megan		T		S- (2)	S- (2)	S- (2)	(1)	S- (1)	S- (1)	S- (2)	I (1)
Icsman, Dane				S- (2)	S- (2)	S- (2)	(1)	S- (1)	S- (1)	S- (2)	I (1)
Kemppel, George				S- (2)	S- (2)	S- (2)	(1)	S- (1)	S- (1)	S- (2)	I (1)
Student	Miss	Att	Cmt	Overall Grade (Average)	Understands concepts for current work (Average)	Knows math facts for current work (Last Achieved)	Understands equivalent names for numbers (Manual)	Understands meanings of operations (Highest)	Computes accurately (Last Achieved)	Applies problem solving skills (Average)	Demonstrates appropriate behavior (Average)

Click to view more assessments. The Student column remains stationary as you scroll.

This symbol denotes that GradeBook was unable to calculate the mark.

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

You can enter marks only for assessments that use the None calculation option, which is selected on the Grading Scale Setup screen, but displays as Manual under the assessment name.

Standards Based Grid

Standards Based Grid

Class: SCI/HEALTH 2: 10 Period: Q1

Student	Miss	Att	Cnt	Overall Progress (Average)	Applies nature of science skills (Average)	Demonstrates knowledge of Ohio's plants... (Average)	Explores sources of light and sound (Average)	Recognizes the relationship of objects (Average)	Observes changes in weather patterns (Average)	Test Add for details (Average)
BRADY, JAMES				S- (2)	! (1)	! (1)	! (1)	! (1)	! (1)	! (1)
CAMPBELL, SAMANTHA				S- (2)	! (1)	! (1)	! (1)	! (1)	! (1)	! (1)
CARMANY, ZANE				S- (2)	! (1)	! (1)	! (1)	! (1)	! (1)	! (1)
CARPER, MELISSA				S- (2)	! (1)	! (1)	! (1)	! (1)	! (1)	! (1)

Progress By Student

Class: SCI/HEALTH 2: 10 Period: Q1 Student: CAMPBELL, SAMANTHA

Assessment: Overall Progress

Return to Standards Based Grid

Overall Progress

Average: 1% (S-)

Date	Description	Type	Points	Weight	Mark	Comment	Miss?	Late?	Excl?	Post?	Del?
9/12/2011	Solid States	T	0	1	N						
8/23/2011	Hand Washing	HW	0	0	S+					✓	

+ Add a new student assignment

View Assignments and Marks Associated with Assessments on the Progress By Student Screen

Navigate Standards Based Grid

The Web site banner at the top of the Standards Based Grid provides several elements for navigating classes, grading periods, groups within a class and report cards. If you entered the Standards Based Grid from the Teacher Home Page, select the class you want to view in the Class list. If you entered from the Class Dashboard, that class displays in the Class list. You can click the Dashboard link at any time to return to the Class Dashboard of the class that displays in the Class list. The current grading period displays in the Period list by default. You may view a different grading period, if desired.



You can further narrow your view of students and assessments by viewing only the students in a specific class group. The default option in the Group list is All. To view all the assessments associated with a specific report card or interim, select the appropriate report card in the Report Card list. Report cards display in the list before interims. The default option in the Report Card list is All. When this option is selected, all the assessments for all the associated report cards display on the screen and are separated by a thick blue rule. The assessment name displays at the top of each column. You can hover over the assessment name to reveal the full description. You can also click in the heading column, and the assessment window opens that groups students together that receive the same mark for that assessment. The calculation method selected for the assessment on the Grading Scales Setup screen displays in parentheses directly under the assessment name.



The class roster is located on the left side of the Standards Based Grid, followed by columns that display the number of missing assignments, daily attendance codes, daily comments and assessments. If the student has withdrawn from the class, a red **W** displays next to the student's name. When you click on a link, except for the missing assignment, attendance and comment link, the Progress By Student screen opens. When you are finished on the Progress By Student

screen, you can click on the Return to Standards Based Grid link on the left side of the screen under the banner.

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

Hover over an attendance code in the Att (attendance) column to display multiple attendance codes if supported by your student information system.

Hover over  to see a comment that was already entered, or click  to open the Daily Comments window, and enter a daily comment about the student.

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

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

You can use the arrow, Tab and Enter keys to navigate through manual entry fields 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 will move down to the first mark field of the next row. The Enter key moves the cursor down the screen from top to bottom. When the cursor reaches the bottom of the Marks column, it will return to the top of the column. You also have the option when entering marks for the first student in the list to either Copy Marks, which does not override previously entered marks, or Clear Marks for each assessment.

Marks that have already been entered for assignments display in the assessment column. The mark represents the student's current progress for that assessment. The number that displays in parentheses next to the mark represents the number of assignments, not counting excluded assignments, for which the student has received a mark for that assessment. Click on the assessment mark or number to open the Progress by Student screen to view assignments and marks associated with that assessment.

Enter Assessment Marks on Standards Based Grid

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

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

1. On the Teacher Home Page or Class Dashboard, click **Standards Based Grid**.
2. If you entered the Standards Based Grid from the Teacher Home Page, select the **class** you want to view in the list. If you entered from the Class Dashboard, that class displays in the list.

3. The **current quarter** displays in the Period list. You may select a different grading period, if desired.
4. Select the appropriate **class group** in the Group list, if necessary.
5. Select the appropriate **report card** or **interim** in the Report Card list.

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

6. Enter the appropriate **mark** or select the appropriate mark or mark code in the list for an assessment for a student.

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

Note: You can use the Tab key to move from field to field in each row, and you can use the arrow keys to navigate through manual entry fields on the page. You also have the option when entering marks for the first student in the list to either Copy Marks, which does not override previously entered marks, or Clear marks for each assessment.

7. Click **Save**.

The message "Your changes have been saved." displays.

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Dashboard

Class: Math - Gr 02: 4
Period: Q2

Standards Based Grid

Filter by: Group: All Report Card: All
Action: Save

[Copy Previous Reporting Period Marks](#)

Student	Miss	Att	Cnt	Overall Grade (Average)	Understands concepts for current work (Average)	Knows math facts for current work (Average)	Applies problem solving skills (Average)	Demonstrates appropriate behavior (Manual)	Understands skill/concepts introduced (Average)
Dawood, Supta				A+ (2)	A (3)	C (2)	C- (1)		A- (1)
Day, James				B (2)	B+ (3)	F (2)	C- (1)		
DeCapite, Jarred				A+ (2)	A (3)	C (2)	C- (1)		
Decrane, Jayla				A (2)	A- (3)	C- (2)	C- (1)		
Deem, Jordan				A- (2)	B (3)	C- (2)	C- (1)		
Denes, Clair				A+ (2)	A (3)	C (2)	C- (1)		
Diehl, Mary				A+ (2)	A (3)	C (2)	C- (1)		
Dielman, Xhesi				A- (2)	B (3)	C- (2)	C- (1)		
Diem, Steven				A+ (2)	A (3)	C (2)	C- (1)		
Dienes, Taylor				A+ (2)	A (3)	C (2)	C- (1)		
Dies, Melissa				A+ (2)	A (3)	C (2)	C- (1)		
Dietrich, Kaylee				A+ (2)	A (3)	C (2)	C- (1)		
Dietrick, David				A+ (2)	A (3)	C (2)	C- (1)		
D'Souza, Jack	3			F (2)	F (3)	F (2)	F (1)		
Student	Miss	Att	Cnt	Overall Grade (Average)	Understands concepts for current work (Average)	Knows math facts for current work (Average)	Applies problem solving skills (Average)	Demonstrates appropriate behavior (Manual)	Understands skill/concepts introduced (Average)

Entering Assessment Marks on the Standards Based Grid

Progress By Student

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


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

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

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

If the class is not set up properly, various informational messages display directing you to the appropriate screen to complete the setup.

On the Progress By Student screen, you can view all the assessments for all the report cards associated with the class or class group, all the assessments used by a specific report card or interim or only a specific assessment. Report cards display before interims in the Assessment list and All is the default option. Once you have selected an assessment, all the related assignments are listed below it. If a class assignment has been excluded from all student averages on the

Assignment Details or Assignment Marks screens,  displays in the Excl? column for the assignment. The assessment name displays in red on the far left, and the student's average displays on the far right. If the assignment type uses points, then a percentage displays; however, if the assignment type uses nonpoints, then a number displays.

In addition to entering marks for assignments associated with specific assessments, you can also perform the following tasks:

- View class assignment details – Click the class assignment name in the Description column to open the Assignment Marks screen and view assignment details and marks.
- Create and update individual student assignments
- Delete individual student assignments
- Enter overall marks only for assessments that do not use calculations in the mark type – To enter a mark for an assessment that overrides all the individual assignment marks displayed for that assessment, type the appropriate mark in the Current Mark field or select the mark or mark code in the list, and then click Save.

The area available for entering marks is determined by the Graphical User Interface (GUI) option associated with the mark type that was selected for the assessment when the report card was created.

Click the class assignment name to view assignment details and marks on the Assignment Marks screen.

Click to delete an individual student assignment.

Individual student assignment

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Progress By Student

Dashboard Class: Math - Gr 02: 4 Period: Q2 Student: Dawood, Supta

Filter by: Assessment All Action: Save

2nd Grade Report Card

Overall Grade Average: 80% (B-)

Date	Description	Type	Points	Weight	Mark	Comment	Miss?	Late?	Excl?	Post?	Dir?
11/29/2011	Tony Test	Test	20	1			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
11/17/2011	Chapter 3 Test	Test	30	1			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
11/17/2011	Adding by 2s	Quiz	20	1	20		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
11/11/2011	Test	Test	50	1	43		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
11/8/2011	Practice Test	HW	30	1	20		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

[Add a new student assignment](#)

Understands concepts for current work Average: 93.33% (A)

Date	Description	Type	Points	Weight	Mark	Comment	Miss?	Late?	Excl?	Post?	Dir?
11/29/2011	Worksheet 46A	HW	10	1			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
11/29/2011	Tony Test	Test	20	1			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
11/17/2011	Homework p 70	HW	10	1	10		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
11/17/2011	Chapter 3 Test	Test	10	1			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
11/17/2011	Adding by 2s	Quiz	10	1	10		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Progress By Student Screen

Enter Assignment Marks on the Progress By Student Screen

You can enter marks for one or more assignments associated with a specific assessment for each student in a class. The class must use the Custom Setup 2 grading scale option for standards-based report cards. You can also enter an overall mark for an assessment in the Current Mark field across from the assessment name. But the option to do so is available only for assessments that do not use calculations in the mark type. You may be able to type a mark in the field or select a mark or mark code in the list.

For all assessments that do use calculations in the mark type, the calculation method used and the calculated mark displays in red on the far right across from the assessment name on the far left.

1. On the Teacher Home Page or Class Dashboard, click **Progress By Student**.
2. If you entered the Progress By Student screen from the Teacher Home Page, select the **class** you want to view in the Class list. If you entered from the Class Dashboard, that class displays in the Class list.
3. The current quarter displays in the Period list by default. You may select a different grading period, if desired.


Note: *On the Progress By Student screen in the All reporting period, you cannot edit the Current Mark.*

4. Select the appropriate **student** whose assessments you want to view in the Student list.
5. Select the **assessment** for which you want to enter assignment marks in the Assessment list. All is the default option.
6. Enter the appropriate **mark** in the field or select the appropriate mark or mark code in the list for the appropriate assignment and assessment.

Note: *The area available for entering marks is based on the mark type associated with the assignment type.*

Note: *You can use the <Tab> key to move from field to field in each row.*

7. Enter a **comment** regarding the assignment mark in the Comments column, if desired.
8. To mark the assignment as missing, select the **Miss? check box**.
9. To mark the assignment as late, select the **Late? check box**.
10. To exclude the assignment from the student's average, select the **Excl? check box**.

Note: *If a class assignment has been excluded from all students' averages on the Assignment Details or Marks screens,  displays in the Excl? column for the assignment on the Progress by Student screen.*

11. To post the marks for an individual assignment to the Progress Details section of the ParentAccess Web Site, select the **Post? check box**.

Note: *Only individual student assignments have the Post? column option check box available on the Progress By Student screen. To post a class assignment to the ParentAccess Web Site. Check the Post the marks to the web? check box on the Assignment Details or Assignment Marks screen.*

12. Click **Save**.

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

ProgressBook GradeBook

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Progress By Student

Dashboard Class: Reading - Gr 02: 1 Period: Q1 Student: Denes, Clair

Filter by: Assessment: Applies reading strategies as presented Action: Save

Applies reading strategies as presented Your changes have been saved. Average: 100% (A+)

Date	Description	Type	Points	Weight	Mark	Comment	Miss?	Late?	Excl?	Post?	Del?
10/12/2011	Book Report	Test	10	1	10	Good Job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

+ Add a new student assignment

Entering Grades on the Progress By Student Screen

Create Individual Student Assignment

In classes that use the Custom Setup 2 grading scale option for standards-based report cards, you can create an individual assignment that is unique to a student on the Progress By Student screen. You can create an assignment for an assessment that is already associated with existing assignments or for an assessment that is not yet associated with any assignments.

1. On the Teacher Home Page or Class Dashboard, click **Progress By Student**.
2. If you entered the Progress By Student screen from the Teacher Home Page, select the **class** you want to view in the Class list. If you entered from the Class Dashboard, that class displays in the Class list.

Note: If a report card has not been associated with a class, the following message displays: “There is a problem with the report card for this class. Click here to try adding a report card to the class to resolve the issue.” Click the Click here link to open the Report Cards tab on the Grading Scale Setup screen and assign a report card to the class.


Note: If assignment types have not been created for the class you selected, the following message displays: “You have not created any assignment types for this class. You must do this before you will be able to add assignments. Click Here to add Assignment Types.” Click the Click Here link to open the Assignment Types screen and associate assignment types with the class.

3. The current quarter displays in the Period list by default. You may select a **different grading period**, if desired.
4. Select the appropriate **student** in the Student list for whom you want to enter an assignment.
5. Select the **assessment** for which you want to enter an assignment in the Assessment list. All is the default option.

Note: If the assessment you want to associate with the new assignment you are creating does not display on the screen, click the Add a new student assignment link at the bottom of the screen. On the Add an Assignment window, you can select the assessment with which to associate the new assignment and proceed with step 7.

6. Click the **+ Add a new student Assignment** link under the appropriate assessment.

On the Add an Assignment window, the class, student and assessment displays at the top of the window.

7. Click  next to the Due Date field to select the **date that the assignment is due** or type it in the field. Today's date is the default.
8. Type the **name of the assignment** in the Description field.

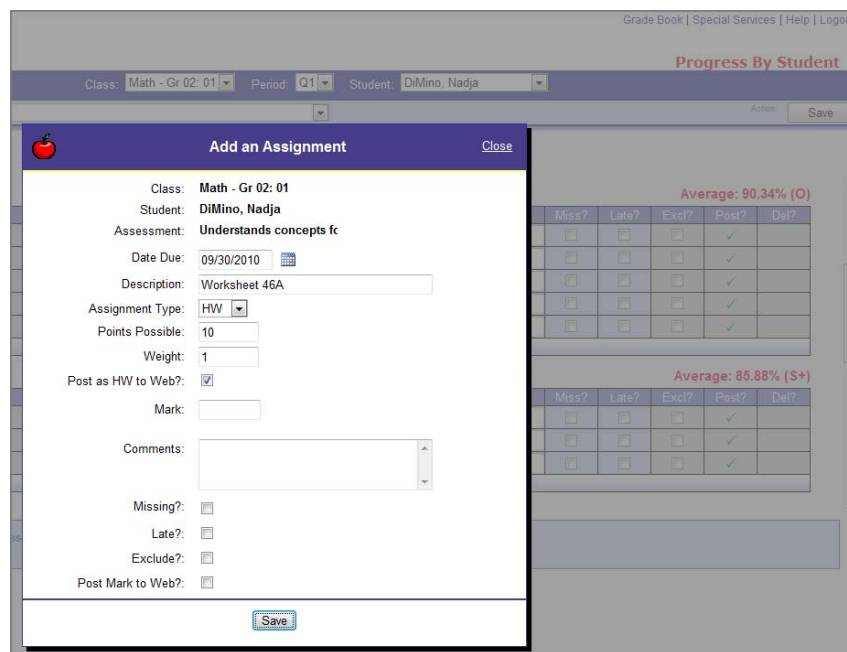
Note: An error message displays if you do not enter a name in the Description field.

9. Select the appropriate **type of assignment** in the Assignment Type list. The first assignment type in the list is the default option.

Note: Only the assignment types associated with the class are available assignment types.

10. Click **Save**.

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



Individual Student Assignment on the Add an Assignment Window

11. You can perform any of the following optional steps while creating an assignment:
 - Enter the **value** of the assignment in the Points Possible field if this is a point assignment. If this is a nonpoint assignment, the Points Possible field is disabled.

Note: Assignments associated with assessments that use the Power Law calculation method must have the same point value and a weight of 1.

- To change the weight of the assignment, enter a **number** other than 1 in the Weight field.

- To post the assignment description and due date to the Homework section of the ParentAccess Web Site, select the Post as HW to Web? **check box**.
- Enter a **mark** for the assignment in the Mark field if this is a point assignment. If this is a nonpoint assignment, the Mark field is disabled.
- Enter a **comment** regarding this assignment in the Comments text box, if desired.
- To indicate that the assignment is missing, select the **Missing?** check box.
- To indicate that the assignment is late, select the **Late?** check box.
- To exclude the assignment from the student's average, select the **Exclude?** check box.
- To post the marks for the assignment to the Progress Details section of the ParentAccess Web Site, select the **Post Mark to Web?** check box.

ProgressBook...
A+ GradeBook

Grade Book | Special Services | Help | Logout

Progress By Student

Dashboard Class: Math Period: Q2 Student: Dawood, Supta

Filter by: Assessment: All Action: Save

2nd Grade Report Card

Overall Grade Average: Unable to calculate

Date	Description	Type	Points	Weight	Mark	Comment	Miss?	Late?	Excl?	Post?	Del?
1/6/2012	Problems 5-15 Page 75	HW	5	1	4		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01/04/2012	Additional Math Facts	HW	10	1	8		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
12/21/2011	Chapter Test	Test	n/a	1	S+		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12/15/2011	Problems 5-15 Page 70	HW	5	1	5		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12/14/2011	Chapter Quiz	Quiz	n/a	1	S		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

+ Add a new student assignment

Understands concepts for current work Average: Unable to calculate

Date	Description	Type	Points	Weight	Mark	Comment	Miss?	Late?	Excl?	Post?	Del?
1/6/2012	Problems 5-15 Page 75	HW	5	1	4		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12/21/2011	Chapter Test	Test	n/a	1	O		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12/15/2011	Problems 5-15 Page 70	HW	5	1	5		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12/14/2011	Chapter Quiz	Quiz	n/a	1	S		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

+ Add a new student assignment

Knows math facts for current work Average: Unable to calculate

Date	Description	Type	Points	Weight	Mark	Comment	Miss?	Late?	Excl?	Post?	Del?
1/6/2012	Problems 5-15 Page 75	HW	5	1	4		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12/21/2011	Chapter Test	Test	n/a	1	S-		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12/15/2011	Problems 5-15 Page 70	HW	5	1	4		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12/14/2011	Chapter Quiz	Quiz	n/a	1	S		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

+ Add a new student assignment

Individual Student Assignment on the Progress By Student Screen

Note: To delete an assignment, select the appropriate assessment with which the assignment is associated in the Assessment list, and then click **X** in the Del? column for the assignment you want to delete. The assignment no longer displays on the screen and is no longer included in the grade calculation for the assessment with which it was associated.

Enter Individual Student Assignment Marks on Progress By Student Screen

You can enter marks for one or more assignments associated with a specific assessment for each student in a class. The class must use the Custom Setup 2 grading scale option for standards-based report cards. You can also enter an overall mark for an assessment in the Current Mark field across from the assessment name. But the option to do so is available only for

assessments that do not use calculations in the mark type. You may be able to type a mark in the field or select a mark or mark code in the list.

For all assessments that do use calculations in the mark type, the calculation method used and the calculated mark displays in red on the right across from the assessment name on the left.

1. On the Teacher Home Page or Class Dashboard, click **Progress By Student**.
2. If you entered the Progress By Student screen from the Teacher Home Page, select the **class** you want to view in the Class list. If you entered from the Class Dashboard, that class displays in the Class list.
3. The **current quarter** displays in the Period list by default. You may select a different grading period, if desired.


Note: *On the Progress By Student screen in the All reporting period, you cannot edit the Current Mark.*

4. Select the appropriate **student** whose assessments you want to view in the Student list.
5. Select the **assessment** for which you want to enter assignment marks in the Assessment list. All is the default option.
6. Enter the appropriate **mark** or select the appropriate mark or mark code in the list for the appropriate assignment and assessment.

Note: *The area available for entering marks in the Mark column is based on the mark type associated with the assignment type.*

Note: *You can use the <Tab> key to move from field to field in each row.*

7. Enter a **comment** regarding the assignment mark in the Comments column, if desired.
8. To mark the assignment as missing, select the Miss? **check box**. Using this option instructs ProgressBook GradeBook to calculate the assignment as zero (0) in the student's average, and ensures that the assignment is included on the Missing Assignment Report
9. To mark the assignment as late, select the Late? **check box**. Using this option does not affect the student's average and ensures that the late assignment displays on the Student Progress Reports.
10. To exclude the assignment from the student's average, select the Excl? **check box**.

Note: *If a class assignment has been excluded from all students' averages on the Assignment Details or Marks screens,  displays in the Excl? column for the assignment on the Progress by Student screen.*

11. To post the marks for an individual assignment to the Progress Details section of the ParentAccess Web Site, select the Post? **check box**.

Note: *Only individual student assignments have the Post? column option check box available on the Progress By Student screen. To post a class assignment to the ParentAccess Web Site. Check the Post the marks to the web? check box on the Assignment Details or Assignment Marks screen.*

12. Click **Save**.

The message “Your changes have been saved.” displays.

Note: To enter a mark for an assessment that overrides all the assignment marks displayed for that assessment, select the appropriate mark in the Current Mark list, or enter it in the field and click **Save**.

ProgressBook GradeBook

Grade Book | Special Services | Help | Logout

Dashboard Class: Reading - Gr 02: 1 Period: Q1 Student: Dawood, Supta

Filter by: Assessment: All Action: Save

2nd Grade Report Card

Overall Grade Current Mark: B-

Date	Description	Type	Points	Weight	Mark	Comment	Miss?	Late?	Excl?	Post?
10/4/2011	Vocabulary chapter 3	HW	10	1	8		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
+ Add a new student assignment										

Recognizes vocabulary Average: 10(B)

Date	Description	Type	Points	Weight	Mark	Comment	Miss?	Late?	Excl?	Post?
10/4/2011	Chapter 2 Test	Test	25	1	25		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
+ Add a new student assignment										

Demonstrates comprehension Average: 10(B)

Date	Description	Type	Points	Weight	Mark	Comment	Miss?	Late?	Excl?	Post?
10/4/2011	Chapter 2 Test	Test	25	1	25		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
+ Add a new student assignment										

Applies higher level thinking skills Average: 92% (A-)

Date	Description	Type	Points	Weight	Mark	Comment	Miss?	Late?	Excl?	Post?	Del?
10/4/2011	Chapter 2 Test	Test	25	1	23		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
+ Add a new student assignment											

Entering Individual Student Assignment Marks on the Progress By Student Screen

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Attendance

Daily and Period Attendance

The Daily Attendance screen uses red shading while the Period Attendance screen uses blue shading. The available absence type codes used for taking daily and period attendance are set up by the ProgressBook GradeBook system manager and may vary for each school. Multiple attendance codes may display under a student's name if supported by your district's student information system.


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 ProgressBook 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 ProgressBook 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

1. On the Teacher Home Page, click the **Daily Attendance** link.
2. On the Daily Attendance screen, select the appropriate **homeroom/class** for which you want to take attendance in the Class list.
3. Verify that **today's date** displays in the Date field. If it is not the correct date, click  to select it, or type it in the field.
4. Select the appropriate **absence type** in the Daily Att list.

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: An error displays while taking attendance if ProgressBook GradeBook is not able to connect to your student information system for school districts that use live attendance data integration.

ProgressBook GradeBook Grade Book | Special Svcs | Help | Logout

Daily Attendance

Dashboard Class: Homeroom 100 Date: 7/12/2006

Students	Grade	Daily Att
Adamczyk, Jennifer	09	
Nader, Adelaide	09	
Nadig, Cheridan	09	ABSENT
Pruc, Shannon	09	
Randjekovic, Christina	12	
Reese, Kathryn	09	
Rencic, Carolyn	09	
Retherford, Jonathon	09	
Revall, Daniel	09	TARDY
Reyes, Jacqueline	09	
Robinson, Megan	09	
Ryland, Nicole	09	

Save

Students	Grade	Daily Att
Sauer, Saher	09	Unexcused Absence
Scamecchia, Trevor	12	
Scheuer, David	09	
Schlessinger, Kevin	09	ABSENT
Schoonover, Lauren	12	
Scina, Jessica	09	
Seelman, Kimberly	12	
Sgro, Brittany	12	
Shannon, Brett	09	
Sicari, Ryan	09	
Sladik, Jillian	09	
Slates, Tiffany	09	
Smerdel, Brian	09	



Daily Attendance Screen

Period Attendance

If your school has enabled the Period Attendance feature, teachers may enter period attendance for the class on the Period Attendance or Seating Chart screens. This feature can be enabled for each individual school. 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.

Enter Period Attendance by Class

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

Note: You can also click in the date field to select the appropriate date from a calendar.

Note: If your school has enabled the Prior Day feature, 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. Select the appropriate **absence type** in the Class Attendance list. Leaving the absence type blank indicates the student is present.

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

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

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Period Attendance

Class: Math - Gr 02: 01 < Wednesday 10 November >

Action: Save

Attendance has not been taken in ProgressBook.

Student	Grade	Class Attendance
DiMino, Nadja	02	DASL Code
Dipolis, Taylor	02	

Student	Grade	Class Attendance
Hula, Bach	02	
Huller, Julia	02	

DASL Code Displaying in the Class Attendance List on the Period Attendance Screen

Note: When users save an absence type code for a student that was manually added in ProgressBook GradeBook rather than imported from DASL, the code cannot be saved into DASL but is saved in ProgressBook 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 types codes that have not been saved in DASL do not display on the Period Attendance screen. However, absence codes that have been saved in ProgressBook GradeBook do display in Period Attendance view on the Grade Book 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 on the ParentAccess Web Site 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 Grade Book Grid, Progress tab on the Student Profile and Seating Chart screens and, if your school is using ParentAccess, on the Progress Details tab.

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Period Attendance

Dashboard Class: Math - Gr 02: 1 < Thursday 20 October >

Action: Save

Student	Grade	Class Attendance
D'Souza, Jack	02	Excused Absent
Dawood, Supta	02	
Day, James	02	
DeCapite, Jarred	02	
Decrane, Jayla	02	
Deem, Jordan	02	
Denes, Clair	02	

Student	Grade	Class Attendance
Diehl, Mary	02	
Dielman, Xhesi	02	
Diem, Steven	02	
Dienes, Taylor	02	
Dies, Melissa	02	Tardy
Dietrich, Kaylee	02	
Dietrick, David	02	

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 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 under 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 in 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 this warning icon . 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.

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. Verify that today's **date** displays in the Date field. If it is not the correct date, click  or  to select the appropriate date.

Note: You can also 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. Select the appropriate **absence type description** or **code** in the Block Attendance list for each block the class meets. 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 ProgressBook GradeBook system manager and may vary for each school.

Note: For districts that run live period attendance and are integrated with the DASL student information system, if the attendance staff entered an absence type code in DASL but has not been imported yet into ProgressBook 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.

The absence types selected here also display on the Grade Book Grid, Progress tab on the Student Profile and Seating Chart screens and, if your school is using ParentAccess, on the Progress Details tab.

Note: For districts that run live period attendance and are integrated with the DASL student information system, if you selected an absence type code for a student that does not match the codes set up in DASL, ProgressBook GradeBook is unable to save the code in DASL 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 ProgressBook GradeBook system manager.

ProgressBook GradeBook

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Period Attendance

Class: English Gr 11: 01 Monday 01 June

Attendance has not been taken in ProgressBook.


Student	Grade	Block: 3 Attendance	Block: 4 Attendance
McCartney, Megan	09		
McConnell, Margaret	09	Tardy	
McCourry, Daniel	09		
McDonald, Loren	09		
McRann, Danielle	09		
Medina, Grace	09		
Meeks, William	09		
Meesse, Sally	09		
Mehlman, Divya	09	Unexcused Abs	Unexcused Abs
Meisenbach, Kathryn	09		
Melick, Philip	09		
Melville, Stuart	09		

Hide Blocks

Period Attendance by Block

Set Period Attendance Default View

If your school has enabled the Period Attendance by Block feature, 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 Period Attendance screen, click  in the Web site banner.

2. 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. The Show Blocks link displays in the Web site banner to allow you to switch to Block view.
 - **Block** – Separate block attendance columns display on the Period Attendance screen for each block in which the class meets. The teacher can enter a separate absence type code for each block. The Hide Blocks link displays in the Web site banner to allow you to switch to Class view.
3. Click **Save**.
4. Click the **Grade Book** link to return to the Teacher Home Page.

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

Period Attendance Default View(s) Window

Enter Lunch Counts

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

1. On the Teacher Home Page or Class Dashboard, click **Lunch Counts**.
2. On the Lunch Counts screen, type the total number of **lunches** ordered next to the appropriate lunch option.
3. Click **Save**.

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

Class: Math - Gr 02: 4 ▼

Your lunch counts have been successfully recorded

Hot Lunch	15
Deli Choice	4
Milk	5
Teacher Lunch	1

Save

Lunch Count Screen Displaying Confirmation Message

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Grades

Interim and Report Card Grades

The Interim/Report Card forms sent to students' parents are custom designed by the ProgressBook GradeBook system manager, but teachers enter the grades that appear on these forms. You can enter grades by student, class or class group. If your report card has a large number of assessments, you may want to select students individually to enter grades.

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, select the appropriate **class** or **class group** in the Class list. If you accessed this screen from the Class Dashboard, you do not have to select the appropriate class or class group.
3. Click the **Show All Students** link under the Class list.


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

4. Select the correct **interim** or **report card** in the Rpt list. 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: You can click on a student's name to open the Student Progress window, which displays assignments grouped by assessment or assignment type, individual assignment weights, marks, missing or excluded assignments, if any, and comments.


5. Click the **check box** above the current quarter.
6. Click  to automatically calculate and populate the grade using the marks previously entered in the GradeBook.

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


Note: For standards-based report cards, ProgressBook GradeBook automatically populates the grade for each assessment. If an assessment grade remains blank, no assignments were mapped to that assessment during the grading period.

7. To override the automatically calculated interim mark, select the **mark**, and change it.
8. If you have to manually enter assessments for each student, click the **Assessment name** to view a list of valid codes and respective descriptions.
9. Close the **Valid Marks window**.

Note: Valid mark types were previously entered by the ProgressBook GradeBook system manager.



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** up to 500 characters.
 - b. Click **Update**.

The Comment window closes.

Note: If you have entered a free-form comment, once you have refreshed the screen you can hover over  to display the comment.

12. Click **Save**.

Note: When entering grades by class, click the name of the student to open the Student Progress window. Assignments display grouped by report card assessments in classes that use the Custom Setup 2 grading scale option.

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

Note: When entering grades by student, 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.

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Dashboard

Math - Gr 02: 01

** Show All Students **

DiMino, Nadja
 Dipolis, Taylor
 Divish, Keiara
 Duffy, Brendan
 Householder, Morgan
 Howard, Jack
 Hujarski, Kyle
 Hula, Bach
 Huller, Julia
 Humerickhouse, Emma
 Humphrey, Eric
 Hunt, Jaymie
 Hunter, Lauren
 Huppert, Elise


Math - Gr 02

Rpt: 2nd Grade Report Card

Check the columns to calculate, then press the = button.

Class	Assessment	Q1	Q2	Q3	Q4
DiMino Nadja ID: 999834286 Avg: 89.39 Mark: B+ Points: 219/245 HR Absent: 0 Tardy: 0 Per Absent: 0 Tardy: 0	Overall Grade		B+ ▾		
	Understands concepts for current work		S+ ▾		
	Knows math facts for current work		S+ ▾		
	Applies problem solving skills		S+ ▾		
	Comment		▾		
	Comment#2		▾		
Dipolis Taylor ID: 999001214 Avg: 91.43 Mark: A- Points: 224/245 HR Absent: 0 Tardy: 0 Per Absent: 0 Tardy: 0	Overall Grade		A- ▾		
	Understands concepts for current work		O ▾		
	Knows math facts for current work		O ▾		
	Applies problem solving skills		O ▾		
	Comment		▾		
	Comment#2		▾		
Divish Keiara ID: 999044929 Avg: 92.65 Mark: A Points: 227/245 HR Absent: 0 Tardy: 0 Per Absent: 0 Tardy: 0	Overall Grade		A ▾		
	Understands concepts for current work		O ▾		
	Knows math facts for current work		O ▾		
	Applies problem solving skills		O ▾		
	Comment		▾		
	Comment#2		▾		

Automatically Calculate and Populate Grades Previously Entered by Clicking the Equal Button or Enter Grades Manually

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

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Seating Chart

You can create a visual reference of a classroom's physical arrangement in a seating chart that includes information about each student.

Create a Seating Chart

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

1. On the Teacher Home Page, click **Seating Chart**.
2. On the Seating Chart Main Settings screen, type a **name** for the seating chart in the Enter a name for the seating chart field.
3. Select the appropriate **class** in the Select the Class, Class Group, or Homeroom field.
4. Click **Save Next**.

ProgressBook GradeBook

Grade Book | Special Services | PA Admin | Help | Logout

Dashboard Seating Chart: Seating Chart

Main Settings

- 1 Enter a name for the seating chart: Geometry
- 2 Enter comments for printing:
- 3 Select the Class, Class Group, or Homeroom: GEOMETRY:
- 4 Choose the information to display for each student:
 - ☒ Show Comments
 - ☒ Show HR Attendance
 - ☐ Show Student Pictures
- 5 Set the student desk size and color:

(To size the desk, hold the Shift or Ctrl key down then click and drag the mouse over the desk.)
- 6 Choose a color for desk text: ☒ Black ☐ White
- 7 Set attendance options:
 - ☐ Allow homeroom attendance to be taken with this chart
 - ☐ Allow period attendance to be taken with this chart

(Period attendance is not available for homerooms.)

Save Next

Entering a Name and Class for a Seating Chart

5. Select the appropriate **order of desks** in the Choose the order for assigning the seats list.
6. Click **Arrange Desks**.

ProgressBook GradeBook Grade Book | Special Services | PA Admin | Help | Logout

Dashboard Seating Chart: Geometry Seating Chart

Desk Arrangement

This utility will rearrange the desks based on the options that you choose.

1 Enter the number of desks across: 4 OR Enter the number of desks down:

2 Choose the order for assigning seats: Roster Order Horizontal Fill

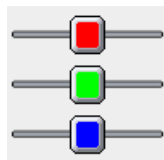
Arrange Desks

Arrange Desks on the Seating Chart

The desks display on the Seating Chart screen.

7. You may perform any of the following optional steps when creating a seating chart:

- To create a comment that displays on the printed seating chart, type a **comment** in the Enter comments for printing field.
- To **display additional information** for each student, select any of the following options:
 - **Show Comments** – Displays individual student comments, if any, on the student desk.
 - **Show HR Attendance** – Displays daily attendance code on the student desk.
 - **Show Student Pictures** – Displays picture of the student on the desk, if available.
- To **enlarge the size of the desk**, hold the **<Shift>** or **<Ctrl>** key while clicking on a corner of the desk and dragging the mouse until the desk is the desired size.
- To change the **color of the desk**, click and drag the red, green or blue slider bars















to the desired color. The default desk color is white.

- To change the **color of the text on the desk**, select Black or White in the Choose a color for desk text. The default desk text color is black.
- To set the class in which the **seating chart should be used to take attendance**, select one of the following options:
 - Allow homeroom attendance to be taken with this chart
 - Allow period attendance to be taken with this chart
- ProgressBook 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, type 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.

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, place your cursor over it. “*Seating Chart Icons and Descriptions*” displays the icons with their definitions.

Seating Chart Icons and Descriptions

Icon	Description	Icon	Description
	Create a new seating chart		Add students to the seating chart
	Edit the seating chart setup		Add empty desks to the seating chart
	Display the seating chart		Add labels to the seating chart
	Auto arrange the desks		Take daily attendance
	Manually arrange the desks		Take period attendance
	Edit and delete items on the seating chart		Print the seating chart

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Lesson Plans

ProgressBook GradeBook allows you to create and maintain text-based lesson plans. As a standards-based grade book application, academic standards for grades K-12 are available for use in mapping lesson plans and assignments.

A default lesson plan template provides a starting point for creating lesson plans. If the default template does not suit your needs, you can create your own unique template.

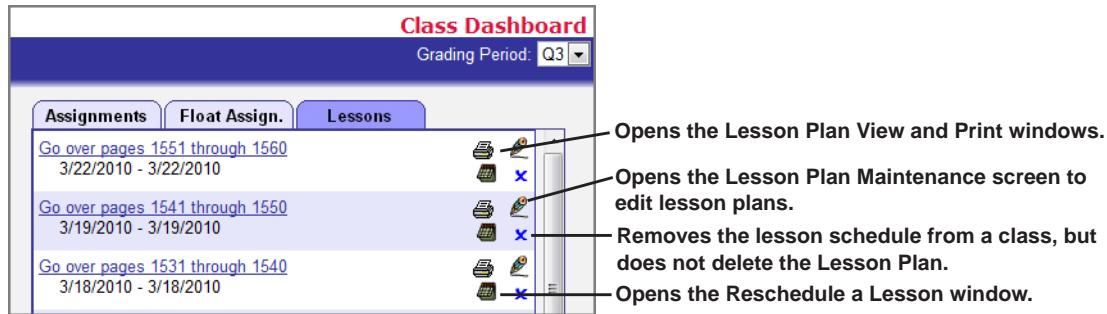
To enhance your lesson plans, you may attach files such as worksheets or charts. If you created lesson plans in a word processing program, you can copy and paste them into ProgressBook GradeBook, and then use the Text Editor to adjust the formatting.

Lesson plans are saved in the Lesson Plan Bank and can be shared with other teachers. To simplify the search for lessons plans in the Lesson Plan Bank, you can use keywords or associate lesson plans with a specific content area, grade level, and unit.

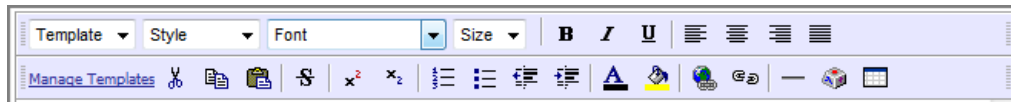
The screenshot shows the 'Lesson Plan Maintenance' screen in ProgressBook GradeBook. The top navigation bar includes 'Dashboard', 'New Lesson', and 'Lesson Plan Maintenance'. The left sidebar contains links for 'Lesson Info', 'Standards Connection', 'Schedule the Lesson', 'Preview the Lesson', 'Print the Lesson', 'Add a New Lesson', 'Copy the Lesson', 'Copy the Lesson Standards', 'Delete the Lesson', and 'Setup Lesson Plan Sharing'. The main content area features a 'Title' field with a 'Save' button. Below this is a rich text editor with a toolbar and a message: 'This is the default template. To change it or add your own, click the Manage Templates Link Above.' The editor contains sections for 'Lesson Summary', 'Estimated Duration', 'Commentary', 'Pre-Assessment', and 'Scoring Guidelines'. At the bottom of the editor are 'Spell Check' and 'Save' buttons. Below the editor is a 'Private Notes (can not be viewed by others):' section with a text area. At the bottom is a metadata section with fields for 'Content Area', 'Grade Level', 'Select a Unit' (with a dropdown and 'or Enter a New Unit:'), 'Summary', 'Author' (pre-filled with 'Mrs. J Teacher1'), and 'Share?' (pre-filled with 'With teachers in my list'). A 'Save' button is at the bottom right of the metadata section.

Create Lesson Plans on the Lesson Plan Maintenance Screen

Once a lesson plan has been created and scheduled, it displays on the Class Dashboard on the Lessons tab. The icons that display next to each lesson plan allow you print, edit, reschedule and remove the lesson plan from a class.



Available Icons on Lessons Tab on Class Dashboard



Text Editor Tools to Format and Edit Lesson Plan Text

Create Lesson Plans

When you begin creating the lesson plan, on the Lesson Plan Maintenance screen, only the Lesson Info tab is visible. 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.

1. On the Teacher Home Page, click **Enter Lesson Plans**.
2. On the Lesson Plan Maintenance screen, type the **name** of the lesson plan in the Title field.
3. Verify that the appropriate lesson plan template displays in the Text Editor tool bar. If not, select a different template from the list.

Note: To retain any custom formatting you apply to the 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.

4. Type your **lesson plan text**.

Note: You may type 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, type text in the Private Notes text box. Private notes cannot be viewed by anyone, even teachers with whom you share lesson plans.
- To associate the lesson plan with a specific subject, select it in the **Content Area** list.
- To assign the lesson plan to a specific grade level, select it in the **Level** list.

Note: Assigning a content area and grade level makes searching for lesson plans much easier. If you have selected a content area and grade level while creating the lesson plan, it displays in the search results.

- To associate the lesson plan with a specific category, type a name describing the lesson plan in the **Enter a New Unit** field or select a previously-created unit from the list.
- To share the lesson plan with other teachers, select **With teachers in my list** in the Share? list. (Click the Setup Lesson Plan Sharing link to designate the teachers with whom you want to share.)

The screenshot shows the 'Lesson Plan Maintenance' interface in ProgressBook GradeBook. The left sidebar contains a list of links, with 'Add Standards' circled. The main content area is titled 'Lesson Summary' and includes a text editor for the lesson summary, an 'Estimated Duration' field, a 'Private Notes' section, and a form for optional metadata. The metadata form includes dropdowns for 'Content Area' (Mathematics) and 'Grade Level' (Grade Ten), a 'Select a Unit' dropdown, a 'Summary' text area, an 'Author' field, and a 'Share?' dropdown set to 'With teachers in my list'. A 'Save' button is at the bottom right of the form.

Add Standards to a Lesson Plan

Add Academic Standards to Lesson Plans

You may add academic standards to a lesson plan to monitor how they are reinforced throughout the school year.

1. On the Lesson Plan Maintenance screen, click the **Add Standards** link.
2. On the Add Standards window, verify that the **correct subject** of the lesson plan displays in the Content Area list or select it.

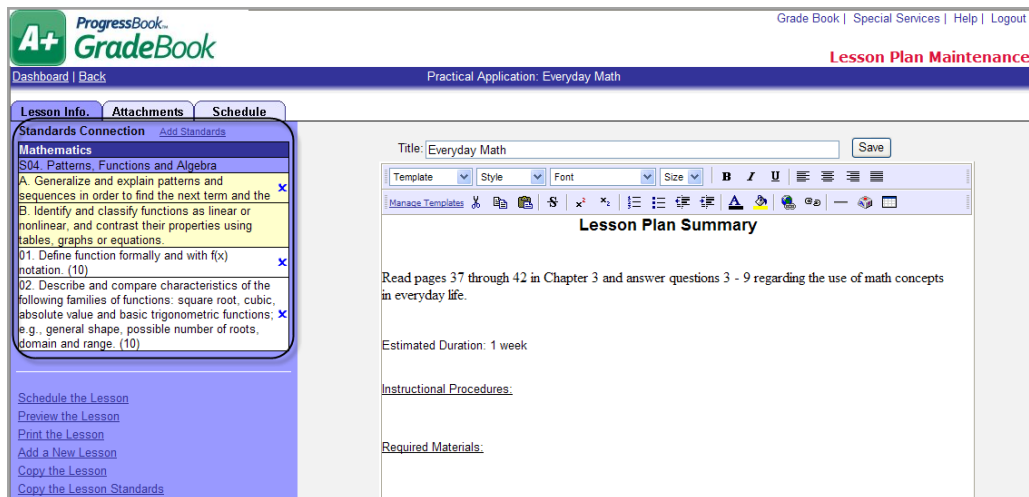
Note: If you designated Content Area and Grade Level or Grade Band in the optional search criteria for this lesson plan, the Add Standards window displays those academic standards by default.

3. Verify that the correct **grade level** or **grade band** displays in the Grade list or select it.
The academic standards matching the selected criteria display in the window.
4. Click the **check box** to the right of each academic standard you want to assign to the lesson plan.

Select Standards on the Add Standards Window

5. Click **Add Selected Items**.

The academic standards display under the row of tabs on the left side of the Lesson Plan Maintenance screen.





Standards Connection Area on the Lesson Plan Maintenance Screen

Note: To easily remove standards from a lesson plan, click **X** next to the standard you want to remove.

Schedule Lesson Plans

You can schedule a lesson plan to be taught in one or more classes during different time periods throughout the school year. The lesson must be scheduled first before it appears on the Class Dashboard.

1. On the Lesson Plan Maintenance screen, click the **Schedule** tab.
2. On the Lesson Plan Schedule screen, click  next to the Start Date field to select the **date** to begin using the lesson plan or type it in the field.
3. Click  next to the End Date field to select the **date** to stop using the lesson plan or type it in the field.
4. Select the **class(es)** in which the lesson plan is scheduled to be taught.

ProgressBook_™ GradeBook

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Lesson Plan Schedule

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Everyday Math

Lesson Info. | Attachments | **Schedule**

Enter dates, then check the classes that you would like to schedule.

Start Date: 07/17/2006

End Date: 07/19/2006

☐ ☒ Algebra 2: 01

☐ ☒ Algebra 2: 02

☐ ☐ English Gr 11: 01

☐ ☐ English Gr 11: 02

☐ ☐ Math - Gr 02: 01

☐ ☐ Reading - Gr 02: 01

Schedule the Lesson

This lesson has not been scheduled yet.
Use the area on the left to schedule the lesson.

Schedule tab on the Lesson Plan Schedule Screen

5. Click **Schedule the Lesson**.
6. View the class(es) and dates in which the lesson plan is scheduled to be taught.
7. Click **Save**.
8. Click the **Dashboard** link to return to the Class Dashboard.
9. View the new lesson plan on the Lessons tab.

ProgressBook_™ GradeBook

Grade Book | Special Svcs | Help | Logout

Lesson Plan Schedule

Dashboard | Back

Everyday Math

Lesson Info. | Attachments | **Schedule**

Enter dates, then check the classes that you would like to schedule.

Start Date: 7/17/2006

End Date: 7/19/2006

☐ ☒ Algebra 2: 01

☐ ☒ Algebra 2: 02

☐ ☐ English Gr 11: 01

☐ ☐ English Gr 11: 02

☐ ☐ Math - Gr 02: 01

☐ ☐ Reading - Gr 02: 01

Schedule the Lesson

The lesson has been scheduled.

This lesson is scheduled to be taught in the following classes:

Class	Start Date	End Date	Del?
Algebra 2: 01	7/17/2006	7/19/2006	<input type="checkbox"/>
Algebra 2: 02	7/17/2006	7/19/2006	<input type="checkbox"/>


Save

Scheduled Lesson Plans on the Lesson Plan Schedule Screen

Note: You can also schedule the lesson plan by clicking the *Schedule the Lesson* link on the Lesson Info tab.

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:

- Click the **Print the Lesson** link in the bottom left corner of the Lesson Info tab on the Lesson Plan Maintenance screen.
- Click  next to a lesson plan on the Lessons tab of the Class Dashboard or the Lesson Plan Search screen.
- Click the **Print** link in the top right corner of the Lesson Plan View window when viewing a lesson plan.

To print multiple lesson plans at once, use the Lesson Plan detail options on the Lesson Plan Report.

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Reports

A variety of Classic and Report Builder reports are available in the Reports list on the Teacher Home Page and Class Dashboard. Depending on what type of grading scale setup, such as Default, Custom Setup 1 (for traditional grading style) or Custom Setup 2 (for standards-based grading style), is used in your class may determine which type of report you can use. “*Types of Reports and Corresponding Grading Scale Setups*” displays the type of reports that will work with which type of grading scale setup.

Types of Reports and Corresponding Grading Scale Setups

Report	Default and Custom Setup 1	Custom Setup 2
Classic Reports		
Class Progress Report	Yes	No
Class Roster	Yes	Yes
Gradebook Summary Report - Elementary	Yes	Yes
Homeroom Roster List	Yes	Yes
Lesson Plan Report	Yes	Yes
Missing Assignment Report	Yes	No
Parent Access Login Activity Report	Yes	Yes
Period Attendance Report	Yes	Yes
Post Homework & Marks To Web Audit	Yes	No
Student Progress Report	Yes	Yes
Student Progress Report by Assessments	No	Yes
Student Progress By Assignment Type	Yes	No
Report Builder Reports		
Class Assignment Marks	Yes	Yes
Class Progress Standards Based	No	Yes
Homework and Marks Posted to Parent Access	Yes	Yes
Missing Assignments Standards Based	No	Yes
Report Card Marks	Yes	Yes
Student Demographics by Class	Yes	Yes
Student Progress By Assignment Type	No	Yes
YTD Final Grade	Yes	No

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. See “*Types of Reports and Corresponding Grading Scale Setups*” on which type of grading scale setup will work with Classic reports.

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 appear differently in ProgressBook 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 on the computer.
- **Excel** – Format provides full functionality of Microsoft Excel. To view, edit or save the report in this format, you must have Excel installed on the computer.
- **RTF** – Formatted document file type that can be edited. To edit the report, you must have a word processing software installed on the computer.
- **TIFF** – Large graphic file format that may take longer to open than other file types and cannot be edited.

When you have selected the appropriate 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 ProgressBook 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 ProgressBook GradeBook Web site.*

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

Report Builder Reports


Report Builder reports offer numerous filter options for defining customized class assignment mark, report card grade, student demographic information, student progress by assignment type, class progress, missing assignments and homework and marks posted to ParentAccess, as well as numerous column options for displaying the results. Once you have selected the desired settings, you can save the report with those settings to use in the future. See “*Types of Reports and Corresponding Grading Scale Setups*” on which type of grading scale setup will work with Report Builder reports.

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. For a Custom Setup 2 class, it displays class assignment assessment mark information for individual or multiple classes in individual or multiple reporting periods.










- **Class Progress Standards Based** – Displays assignment type averages, assignment assessment marks and class averages for an individual class in a reporting period. This report is also a good option for printing a paper backup of your GradeBook. If you are trying to run a Class Progress Report on a class using traditional grading, please use the Class Progress Report in the Classic Report list.
- **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 the ParentAccess Web site.
- **Missing Assignments Standards Based** – Displays missing assignment information for individual and multiple classes in individual and multiple reporting periods. To include assignments in this report, you must have designated assignments as missing on the Assignment Marks screen. If you are trying to run a Missing Assignment Report on a class using traditional grading, please use the Missing Assignment Report in the Classic Report list.
- **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 numerous options for displaying student demographic information for individual or multiple classes, class groups or homerooms.
- **Student Progress By Assignment Type** – Displays the students' overall class averages, averages by assignment type with total points earned out of total points possible, as well as period attendance for individual and multiple classes in individual or multiple reporting periods.
- **YTD Final Grade** – Provides numerous 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. This report cannot be used on classes using standards-based grading.

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 this icon  in the top right corner of the banner indicates that the report is a core report—provided by ProgressBook GradeBook—or a user-defined version of a core report. This icon does not display for add-on reports—reports that have been customized and then uploaded by your support staff.

Once you have generated the report, numerous features are available:

- To view the report, click  **View Report** or .
- To show report headers, required parameters, optional filters and columns, click  **Show Setup**. To hide this area, click  **Hide Setup**.
- To save the report with the selected parameters, filters and columns, click  **Save Setup As**. On the Save Setup As window in the New report name field, type the unique **report name**, and in the New description field, type the **description** of the report. Then, click **Save**.

- To navigate to a specific student on the report, click  to open the Document Map pane, and click the student's name. This feature is only available when using Internet Explorer.
- To view a specific page in the report, use these icons   to navigate to the next page or last page, or use these icons   to navigate to the previous page or first page. You can also type 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, type 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 list, and then click **Export**. When you are prompted, click either **Open** or **Save**. If you select Open, the report opens in the software application associated with the file format you selected. You must have the appropriate application installed on your computer to read and modify the report file. The following file formats are available:
 - **XML file with report data** – Extensible Markup Language file format includes only data; no page formatting, headers, footers, lines or graphic images. This file format can be viewed in a Web browser.
 - **CSV** – Comma-separated values file format in plain text format.
 - **Acrobat (PDF) file** – Portable document file format that can only be viewed and not edited. This file format can be viewed in Adobe Reader.
 - **MHTML (web archive)** – Short for MIME HTML file format and also referred to as MHT. MHTML is a web page archive format used to bind images, Flash animations, Java applets, audio files, etc. together with HTML code into a single file. This file format can be viewed in a Web browser and is supported in the following browser versions: IE 5.5 and later, Firefox 1.5 and later, and Safari 3.0 and later.
 - **Excel** – Format provides full functionality of Microsoft Excel.
 - **TIFF** – Large graphic file format that may take longer to open than other file types, and cannot be edited.
 - **Word** – Format provides full functionality of Microsoft Word.
- To print the report, click . If you are prompted to install SQL Server Reporting Services 2008 ActiveX control, continue to install it on the computer so that you can print the report. The print feature is only available when using Internet Explorer. If you are not able to install the ActiveX control, proceed to export the report to an acceptable file format, and then print the report from that software application.
- To sort the columns in ascending or descending order, click .
- To delete any report you have customized, click  to the right of  next to the report name in the Reports list on the Class Dashboard or Teacher Home Page.