

Back to School (*Extended Features*)





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Add Assignments to the Bank

ProgressBook - Assignment Details

GradeBook | [Notifications] [User] [Help]

Dashboard / 5-Day / Grid Class: AMERICAN LITERATURE: 21 Period: Qtr4 Assignment: 8/13 Commas IV Action: Save

Main | Standards | Marks

Commas IV Homework

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

Online Learning
[Do you want to assign an activity?](#)

Description: Commas IV

Assignment Type: Homework Sequence: []

Assigned Date: 08/11/2019 Due Date: 08/13/2019

Points: 2 Weight: 1

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

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

Add this assignment to the assignment bank?

Import Assignments From the Bank

- 1 On the **Class Dashboard**, below **Assignments & Marks**, click **Add an Assignment**.
- 2 On the **Assignment Details** screen, in the left column, click **Import an Assignment**.

Assignments & Marks

[GradeBook Grid](#) [5-Day View](#)

1 [Add an Assignment](#) [Recurring Assign.](#)

[Enter Report Cards](#) [Enter Interims](#)

[Assignment Maintenance](#) [Google Classroom Sync](#)

Main

[Add an Assignment](#)

2 [Import an Assignment](#)

- 3 On the **Import Assignments** window, use the **Course & Type** drop-down lists and/or the **Phrase** field to **Search** for the desired assignment(s) to import.
- 4 To import one assignment, click in the row of the assignment. To import multiple assignments, enter the **Date** for each assignment, and then click **Import Assignments**.

Import Assignments

3 Course: AMERICAN LITERATURE Type: CW Phrase: [] Search

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

Type	Description	Points	Taught	Date
	CW Short Story Notes I	30	8/15/2017	[]
	CW Short Story Extension I	30	8/15/2017	[]
	CW Weekly Participation I	20	8/31/2017	[]
	CW Short Story Notes II	30	10/31/2017	[]
	CW Short Story Extension II	30	10/31/2017	[]

4 [Import Assignments](#)

Assignment Bank Maintenance

On the **Teacher Home Page**, below **Administration**, click **Bank Maintenance**.

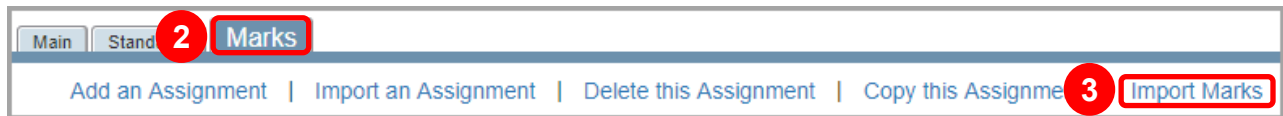
The screenshot shows the 'Assignment Bank Maintenance' page in ProgressBook. At the top, there's a navigation bar with 'ProgressBook' and 'Assignment Bank Maintenance'. Below that, a 'Teacher Home Page' section contains a 'Course' dropdown menu set to 'AMERICAN LITERATURE' and a filter section with 'Assignment Type' set to 'All Types' and an 'Apply Filter' button. A red box highlights the 'Course' dropdown, with a callout: 'Select a different class's assignment bank'. Below the filter section are tabs for 'Assignment Bank', 'Homework Bank', and 'Lesson Plan Bank'. An 'Actions' section contains a red button labeled 'Delete Bank Item(s)'. A table lists various assignments with columns for Description, Type, Last Taught, Points, Weight, Has Activity, and Has Standards. A red box highlights the checkboxes in the 'Description' column, with a callout: 'Select checkboxes for assignments you want to delete, then click the button'. A yellow callout 'Apply filter criteria' points to the filter section. Another yellow callout 'Assignment is tied to a VirtualClassroom activity' points to a checkmark in the 'Has Activity' column for the assignment 'Parts of Speech II'. A third yellow callout 'Date the assignment was last assigned to students' points to the 'Last Taught' column for the same assignment.

Description	Type	Last Taught	Points	Weight	Has Activity	Has Standards
<input type="checkbox"/> Chapter Rear	QZ	7/30/2017 12:00:00 AM	20	1		
<input type="checkbox"/> Parts of Spee	HW	7/30/2017 12:00:00 AM	12	1		
<input type="checkbox"/> Pre-Test I	Test	7/31/2017 12:00:00 AM	100	1	✓	
<input type="checkbox"/> Reading Sec	HW	8/8/2017 12:00:00 AM	25	1		
<input type="checkbox"/> Short Story E	CW	8/15/2017 12:00:00 AM	30	1		
<input type="checkbox"/> Short Story No...	CW	8/15/2017 12:00:00 AM	30	1		
<input type="checkbox"/> Materials Check I	HW	8/31/2017 12:00:00 AM	20	1		
<input type="checkbox"/> Weekly Participation I	CW	8/31/2017 12:00:00 AM	20	1		
<input type="checkbox"/> Chapter Reading/Vocab Quiz II	QZ	10/15/2017 12:00:00 AM	20	1		
<input type="checkbox"/> Parts of Speech II	HW	10/1			✓	
<input type="checkbox"/> Pre-Test II	Test	10/1				
<input type="checkbox"/> Reading Section Notes II	HW	10/2				
<input type="checkbox"/> Short Story Extension II	CW	10/31/2017 12:00:00 AM	30	1		
<input type="checkbox"/> Short Story Notes II	CW	10/31/2017 12:00:00 AM	30	1		
<input type="checkbox"/> Materials Check II	HW	11/16/2017 12:00:00 AM	20	1		
<input type="checkbox"/> Weekly Participation II	CW	11/16/2017 12:00:00 AM	20	1		
<input type="checkbox"/> Weekly Participation II	CW	1/5/2018 12:00:00 AM	20	1		
<input type="checkbox"/> Parts of Speech III	HW	1/7/2018 12:00:00 AM	12	1		
<input type="checkbox"/> Chapter Reading/Vocab Quiz III	QZ	1/7/2018 12:00:00 AM	20	1	✓	
<input type="checkbox"/> Pre-Test III	Test	1/8/2018 12:00:00 AM	100	1		

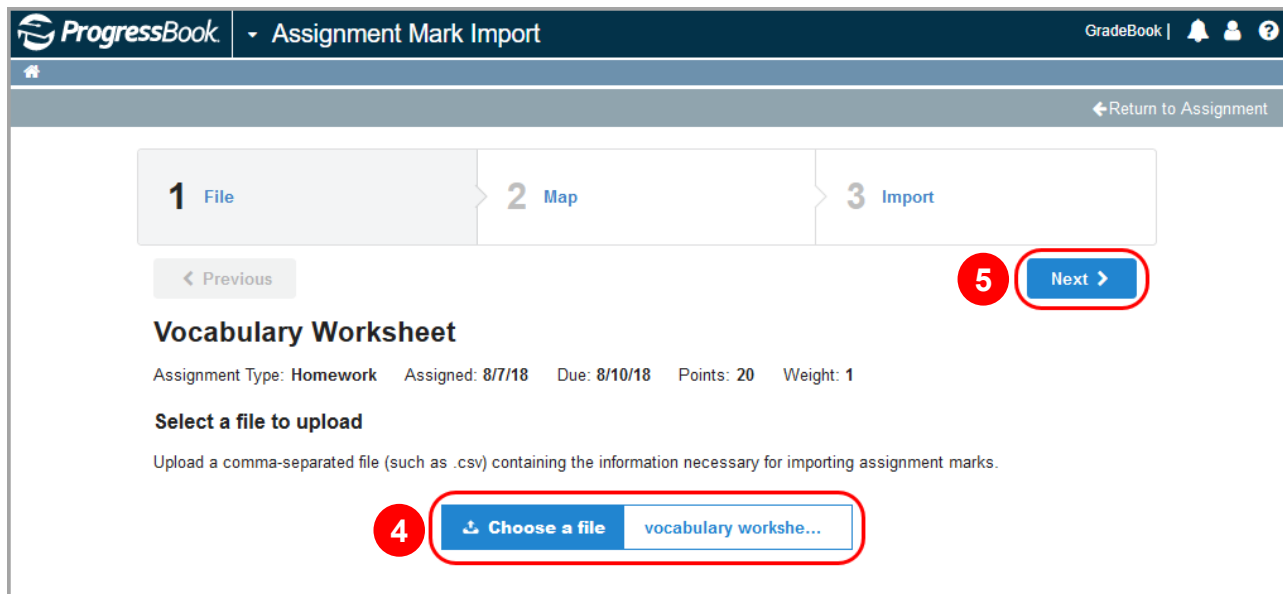
Assignment Mark Import

Traditional/Secondary Classes

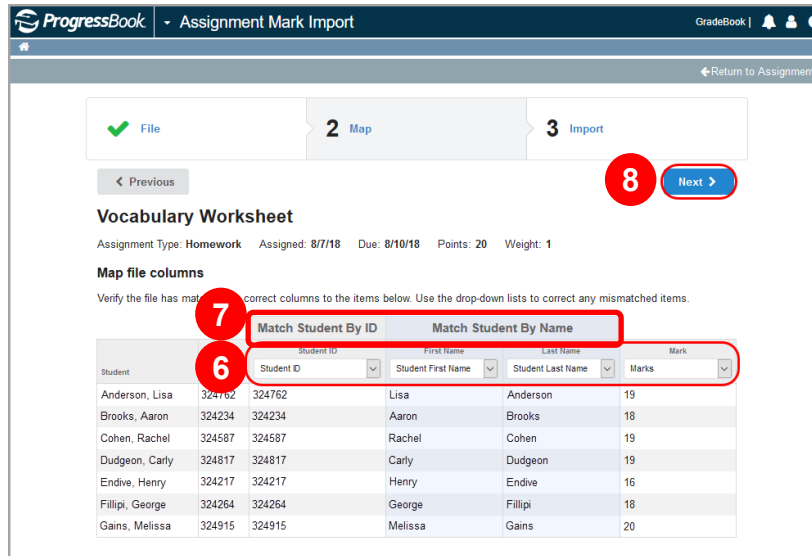
- 1 Create or ensure that you have a .csv file with the following necessary information for each student for the assignment for which you want to import marks:
 - Student ID (**Student Number** field on the **Edit Student Profile** screen **General** tab in StudentInformation without leading zeros)
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



- 4 On the **Assignment Mark Import** screen **File** tab, click **Choose a file** and upload your .csv file.
- 5 Click **Next**.

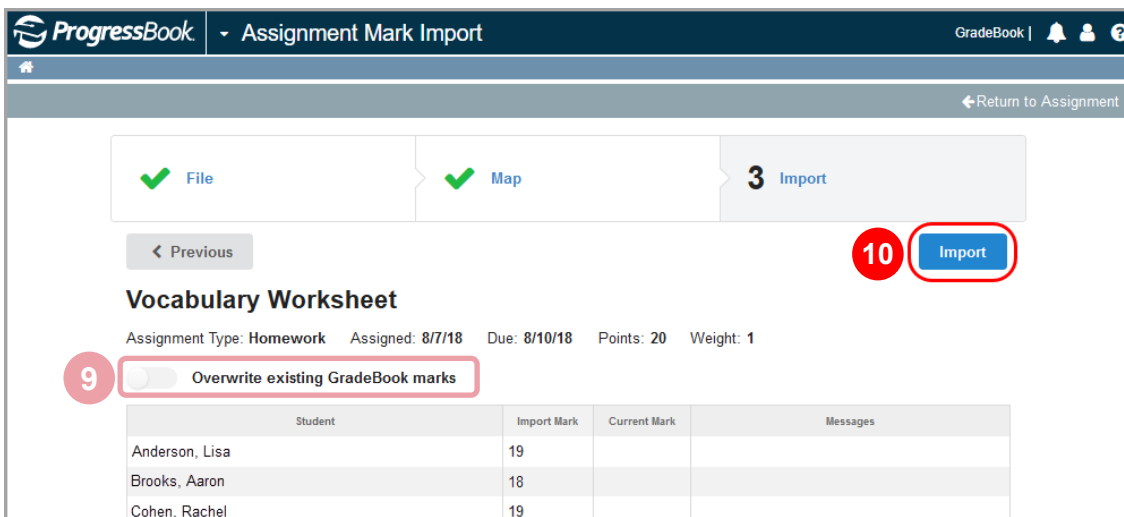


- 6 On the **Map** tab, verify that ProgressBook has matched the columns from your file to the correct items. Use the **Student ID**, **First Name**, **Last Name**, and **Mark** drop-down lists to correct any mismatched items.
- 7 Click **Match Student By ID** or **Match Student By Name** depending on how you want the import to match the students to your grade book.
- 8 Click **Next**.



9 (Optional) On the **Import** tab, select **Yes** beside the **Override existing marks?** option as desired. If an assignment was previously marked as Missing, when you save the imported marks file, the assignment is no longer Missing. Saving the imported marks file, however, does not overwrite an assignment that was previously Excluded or has comments associated with it.

10 After reviewing the information on the screen, click **Import**.

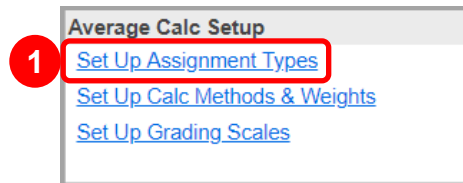


GradeBook checks the .csv file for the following requirements before the marks are successfully imported:

- *Valid student ID*
- *Student must be enrolled in the class*
- *Assignment mark must be valid for the assignment type*

Assignment Types

- 1 On the **Teacher Home Page**, below **Average Calc Setup**, click **Set Up Assignment Types**.



- 2 (Optional) On the **Assignment Types** screen, select the class whose assignment types you want to edit.
- 3 In the **Name** column, enter names of assignment types as desired.
- 4 In the **Abbr** column, enter abbreviations of each of the entered assignment types.
- 5 In the **Mark Type** column, in the drop-down lists, select the desired mark type for each assignment type. The available mark types are determined by an administrator. If a drop-down list is disabled, it means the assignment type to which it is associated has been used on an assignment and can therefore not be changed.
- 6 If you want to use an assignment type for all of your classes, in the **All** column, select the checkbox. If you want to use it for specific classes, select the checkbox in the column of each desired class.
- 7 Click **Save**.

ProgressBook - Assignment Types

GradeBook | Dashboard

All Primary Classes

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

Name	Abbr	Mark Type	All	AMERICAN LITERATURE: 21	AMERICAN LITERATURE: 22	COMPOSITION: 31	COMPOSITION: 32	MATHEMATICS 5: 11	MATHEMATICS 5: 12	READING 3: 1	READING 3: 2	Del?	Abbr
Class Work	CW	Points	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CW
Extra Credit	ExCr	Points	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ExCr
Formative Assessment	FA	1-4	<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 type="checkbox"/>	FA
Homework	HW	Points	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	HW
Participation	Par	Points	<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"/>	Par
Quizzes	QZ	Points	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	QZ
Summative Assessment	SA	1-4	<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 type="checkbox"/>	SA
Test	Test	Points	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Test
*			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<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"/>	

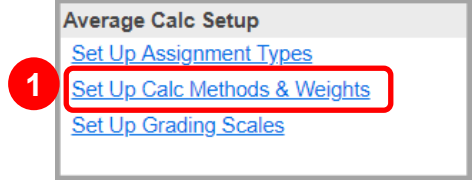
Save

- 8 If necessary, you can use the **Assignment Conversion Tool** at the bottom of the screen to convert one assignment type to another for any classes.

***See the reverse side of this sheet for information on weighting by assignment type.*

Weighting by Assignment Type

1 On the **Teacher Home Page**, below **Average Calc Setup**, click **Set Up Calc Methods & Weights**.



2 In the **Class** drop-down list, select the class for which you want to set up weighted assignment types.

3 Choose the calculation frequency and Choose a calculation option.

4 In the **Select the Calculation Method** drop-down list, select **Weighted Average**.

5 In the grid, for each **Assignment Type**, enter the desired **Weight**.

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

6 Click **Save**.

7 (Optional) If desired, use the **Copy this setup to the following classes** box to use this setup for other classes.

1 Choose the calculation frequency:

- Automatically recalculate the GradeBook after each change
- I will recalculate the GradeBook when needed

2 Class: AMERICAN LITERATURE: 21

3 Choose a calculation option:

- Use the same calculation for each grading period
- Use different calculations for each grading period

4 Select the Calculation Method: Weighted Average

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

Assignment Type	Weight
Extra Credit	
Class Work	20
Homework	20
Quizzes	20
Test	40

5 (Note: Extra Credit is not weighted)

6 Save

7 Copy this setup to the following classes:

- AMERICAN LITERATURE: 21
- AMERICAN LITERATURE: 22
- COMPOSITION: 31
- COMPOSITION: 32
- MATHEMATICS 5: 11
- MATHEMATICS 5: 12
- READING 3: 1
- READING 3: 2

Select All | Un-Select All | Copy

You cannot weight an extra credit assignment type because the system cannot divide by zero.

Class Groups

- Administration**
- [Set Up GradeBook Access](#)
 - [Set Up Lesson Plan Sharing](#)
 - [Set Up Groups Within Classes](#)
 - [Set Up Teacher Preferences](#)
 - [Set Up Classes for ParentAccess](#)
 - [Group Classes Together](#)**
 - [Transfer Student Marks](#)
 - [Exclude Lowest Mark](#)
 - [Update Email Address](#)
 - [Bank Maintenance](#)
 - [Change Your Password](#)

A single class may belong to more than one class group.

You cannot combine traditional and standards-based classes into one group.

ProgressBook - Class Groups GradeBook | [Notifications] [User] [Help]

Welcome Mary Smiles

Class Groups
(Click to Edit)

Literature

Select existing class group to edit

[Add a Group](#)

Create new class group

Use this page to combine classes in your GradeBook. [Delete this group](#)

Name: Literature Name the group

Choose the classes to include in this group:

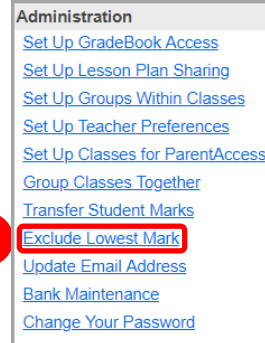
<input type="checkbox"/> ADMINISTRATION 5 1	<input type="checkbox"/> LIFE SKILLS & EFFORT 5 1
<input type="checkbox"/> ADMINISTRATION 5 2	<input type="checkbox"/> LIFE SKILLS & EFFORT 5 2
<input checked="" type="checkbox"/> AMERICAN LITERATURE 11	<input type="checkbox"/> MATHEMATICS 5 1
<input checked="" type="checkbox"/> AMERICAN LITERATURE 12	<input type="checkbox"/> MATHEMATICS 5 2
<input type="checkbox"/> COMPOSITION 21	<input type="checkbox"/> READING 5 1
<input type="checkbox"/> COMPOSITION 22	<input type="checkbox"/> READING 5 2

Select classes to include in the group

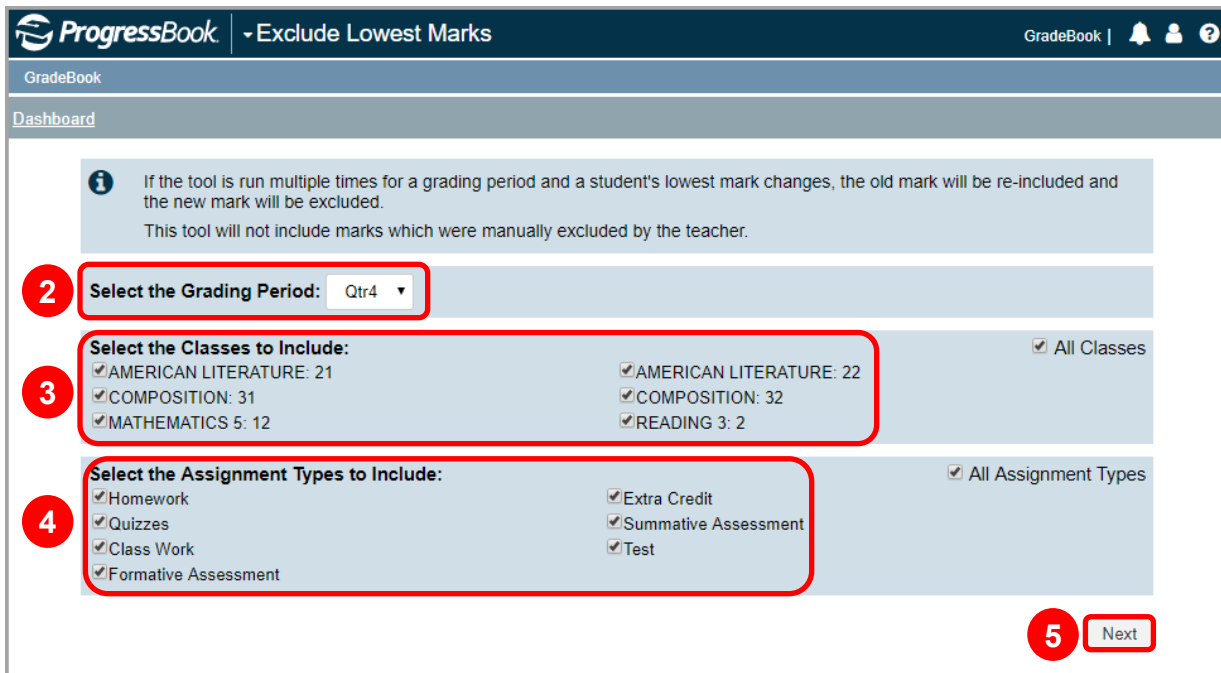
[Update](#) Click when finished to save the group

Lowest mark exclusion can be performed only for traditional/secondary classes.

- 1 On the **Teacher Home Page**, below **Administration**, click **Exclude Lowest Mark**.




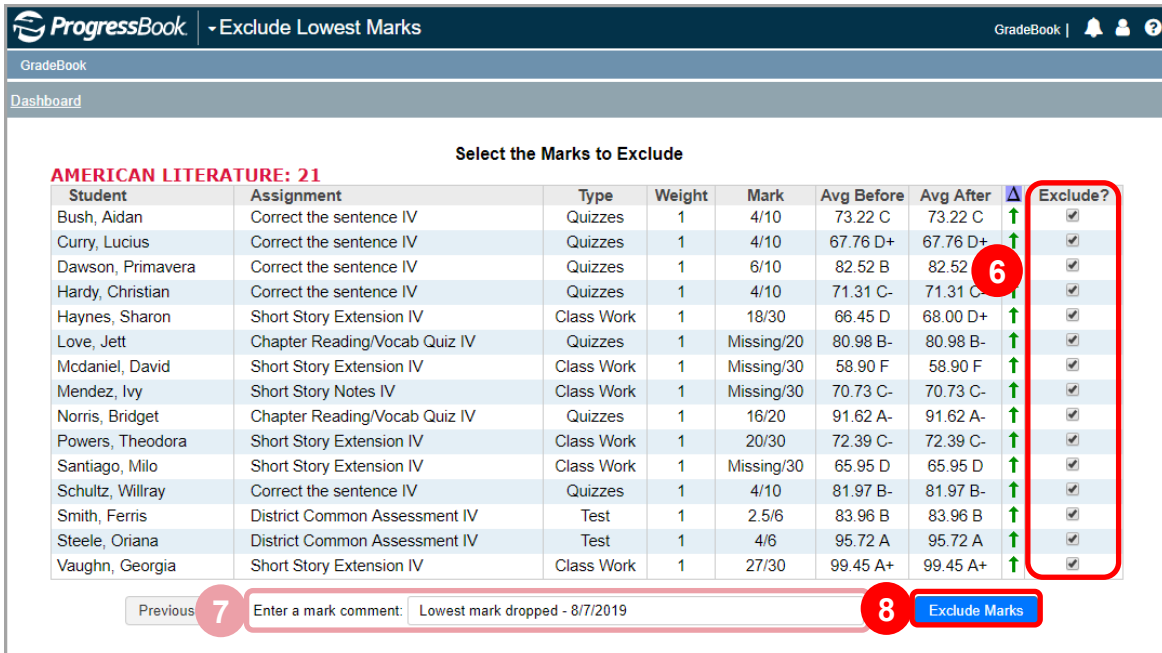
- 2 On the **Exclude Lowest Marks** screen, in the **Select the Grading Period** drop-down list, select the reporting period for which you want to drop lowest student marks.
- 3 In the **Select the Classes to Include** section, deselect any classes for which you do not want to drop lowest student marks. (**All Classes** is selected by default.)
- 4 In the **Select the Assignment Types to Include** section, deselect any assignment types you do not want to include in the calculation for lowest marks. (**All Assignment Types** is selected by default.)
- 5 Click **Next**.




A grid for each class you selected displays on the screen. For each student, the assignment with the lowest mark displays along with the student average prior to exclusion and the student average after exclusion.

A+ GradeBook Excluding Lowest Mark (cont)


- 6 In the **Exclude?** column, deselect the checkbox(es) for any student(s) whose lowest marks you do not want to exclude. The  column contains symbols for each student (see chart at the bottom of this page).
- 7 (Optional) In the **Enter a mark comment** field, edit the text as desired.
- 8 Click **Exclude Marks**.



The screenshot shows the ProgressBook interface for 'Exclude Lowest Marks'. At the top, it says 'ProgressBook - Exclude Lowest Marks' and 'GradeBook | [notifications] [user] [help]'. Below that is a 'Dashboard' section with the title 'Select the Marks to Exclude'. The main content is a table for 'AMERICAN LITERATURE: 21'.

Student	Assignment	Type	Weight	Mark	Avg Before	Avg After		Exclude?
Bush, Aidan	Correct the sentence IV	Quizzes	1	4/10	73.22 C	73.22 C	↑	<input checked="" type="checkbox"/>
Curry, Lucius	Correct the sentence IV	Quizzes	1	4/10	67.76 D+	67.76 D+	↑	<input checked="" type="checkbox"/>
Dawson, Primavera	Correct the sentence IV	Quizzes	1	6/10	82.52 B	82.52 B	↑	<input checked="" type="checkbox"/>
Hardy, Christian	Correct the sentence IV	Quizzes	1	4/10	71.31 C-	71.31 C-	↑	<input checked="" type="checkbox"/>
Haynes, Sharon	Short Story Extension IV	Class Work	1	18/30	66.45 D	68.00 D+	↑	<input checked="" type="checkbox"/>
Love, Jett	Chapter Reading/Vocab Quiz IV	Quizzes	1	Missing/20	80.98 B-	80.98 B-	↑	<input checked="" type="checkbox"/>
Mcdaniel, David	Short Story Extension IV	Class Work	1	Missing/30	58.90 F	58.90 F	↑	<input checked="" type="checkbox"/>
Mendez, Ivy	Short Story Notes IV	Class Work	1	Missing/30	70.73 C-	70.73 C-	↑	<input checked="" type="checkbox"/>
Norris, Bridget	Chapter Reading/Vocab Quiz IV	Quizzes	1	16/20	91.62 A-	91.62 A-	↑	<input checked="" type="checkbox"/>
Powers, Theodora	Short Story Extension IV	Class Work	1	20/30	72.39 C-	72.39 C-	↑	<input checked="" type="checkbox"/>
Santiago, Milo	Short Story Extension IV	Class Work	1	Missing/30	65.95 D	65.95 D	↑	<input checked="" type="checkbox"/>
Schultz, Willray	Correct the sentence IV	Quizzes	1	4/10	81.97 B-	81.97 B-	↑	<input checked="" type="checkbox"/>
Smith, Ferris	District Common Assessment IV	Test	1	2.5/6	83.96 B	83.96 B	↑	<input checked="" type="checkbox"/>
Steele, Oriana	District Common Assessment IV	Test	1	4/6	95.72 A	95.72 A	↑	<input checked="" type="checkbox"/>
Vaughn, Georgia	Short Story Extension IV	Class Work	1	27/30	99.45 A+	99.45 A+	↑	<input checked="" type="checkbox"/>

Below the table is a 'Previous' button, a text input field with 'Enter a mark comment: Lowest mark dropped - 8/7/2019', and an 'Exclude Marks' button.

A confirmation message displays. The  column no longer displays, and the **Excluded** column now displays in place of **Exclude?**. The students' lowest marks have been excluded unless otherwise noted in the **Excluded** column (see the chart below).

Exclude Lowest Assignment Mark Symbols

Symbol	Description
↑	Student's average increases.
↓	Student's average decreases.
★	Assignment has already been excluded.
⊘	No assignment found to exclude.
✓	Assignment successfully excluded.
⊖	Assignment has not been excluded.



GradeBook Parent/Teacher Meeting Reports

Recommended reports for use during parent/teacher conferences:

- Student Progress Report
- Missing Assignment Report
- ParentAccess Login Activity Audit

Student Progress Report

- **Student Progress Report** – Provides you with a basic year-to-date cumulative progress report for each selected student; has an option to display daily attendance information
- **Student Progress Report by Assessments** – (standards-based classes only) Displays assignments below each report card assessment to which they have been tied
- **Student Progress Report By Assignment Type** – Displays students’ overall averages, their averages by assignment type, and their period attendance

For all Student Progress Reports, you must complete the following steps before clicking **Submit**:

- 1 In the **Select One or More Students** section, in the **Available** column, select class(es) for which you want to run the report.
*Note: Click **Show Students** below the **Available** column to expand the classes and select specific students. Hold down CTRL or SHIFT to select multiple students and use any of the arrow icons to move students between the two dual listboxes.*
- 2 In the **Select Time Frame** section, select the checkbox(es) beside the desired **Reporting Periods**.
- 3 In the **Select One or More Features** section, select the checkbox(es) beside any of the desired features:

Assign % – Percentage earned on an assignment	Hide Points – Does not display points used to average
Class Average	Hide Assessments – (standards-based only)
Daily Attendance	Parent Sig. Line
Daily Comments	Period Attendance
Duplex Printing – Allows two-sided printing with a blank page between students when the report ends	Points Missing – Displays the number of points missed for missing the assignment
Hide Assignments – Displays earned points, total points, weight, and average for each assignment type	Student ID
Hide Averages – Does not display assignment	Posted to ParentAccess
Hide Excluded – Does not display excluded assignments	Teacher Comment – General comment that displays on all students’ progress reports

- 4 Select the desired output format.



Missing Assignment Report

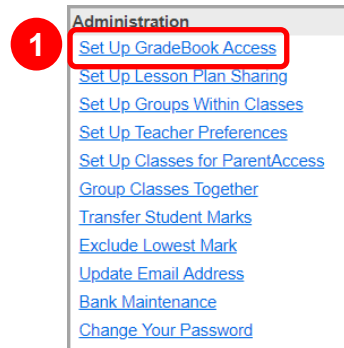
- 1 In the **Select Class(es)** section, select the classes for which you want to run the missing assignment report.
- 2 In the **Select Dates** section, **Select a Period** or **Enter a Range** in the **Start Date** and **End Date** fields.
- 3 In the **Select the Version** section, choose to **Sort by Student** or **Sort by Assignment**.
- 4 In the **Select the Output Format** section, choose to print the report as a **PDF**, export it as an **Excel** file, or export it as **TIFF** or **RTF** files.
- 5 Click **Run the Report**.

Class: Algebra 2 01 (Mrs. J. teacher1)	Dates: 08/01/04 - 10/31/04			
	Date Due	Type	Points	Weight
Nader, Adelaide 70.61 (C-)				
Chapter 2 Quiz	10/21/04	Quizzes	50	1
Randjekovic, Christina 75.10 (C)				
Chapter 2 Extra Credit	10/26/04	Extra Credit	0	1
Robinson, Megan 63.67 (D)				
Chapter 1 Quiz	09/23/04	Quizzes	50	1
Scarnecchia, Trevor 76.33 (C)				
Chapter 2 Worksheet	10/13/04	Classwork	25	1
Scina, Jessica 79.59 (B-)				
Chapter 1 Worksheet	09/30/04	Classwork	25	1
Seelman, Kimberly 79.18 (C+)				
Page 110 - odd problems	10/07/04	Homework	10	1

ParentAccess Login Activity Audit

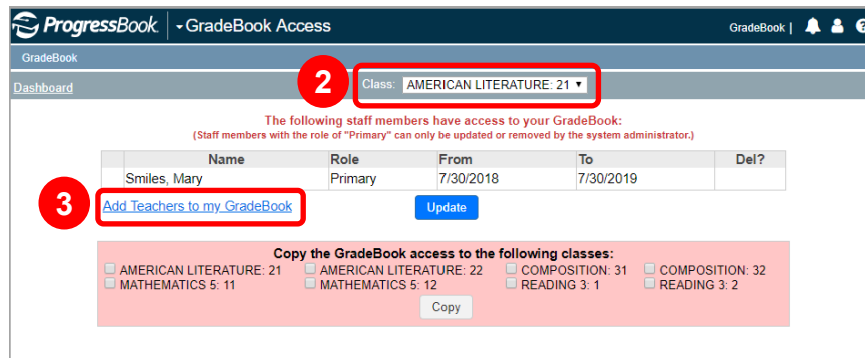
- 1 In the **Select Class(es)** section, select the classes for which you want to run the report.
- 2 In the **Time Frame** section, **Select a Reporting Period** checkbox or enter a date in the **Start Date** field.
- 3 In the **Select the Account Types** section, select one or more of the following options:
 - **Parents** – Displays parent account users who have logged in to ParentAccess with the date of their last login
 - **Students** – Displays student account users who have logged in to ParentAccess with the date of their last login
 - **Parents (Never logged in)** – Displays parent account users who have never logged in to ParentAccess during the specified timeframe
 - **Students (Never logged in)** – Displays student account users who have never logged in to ParentAccess during the specified timeframe
- 4 In the **Select the Output Format** section, choose to print the report as a **PDF**, export it as an **Excel** file, or export it as **TIFF** or **RTF** files.
- 5 Click **Run the Report**.

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



2 On the **GradeBook Access** screen, select the desired class from the drop-down list.

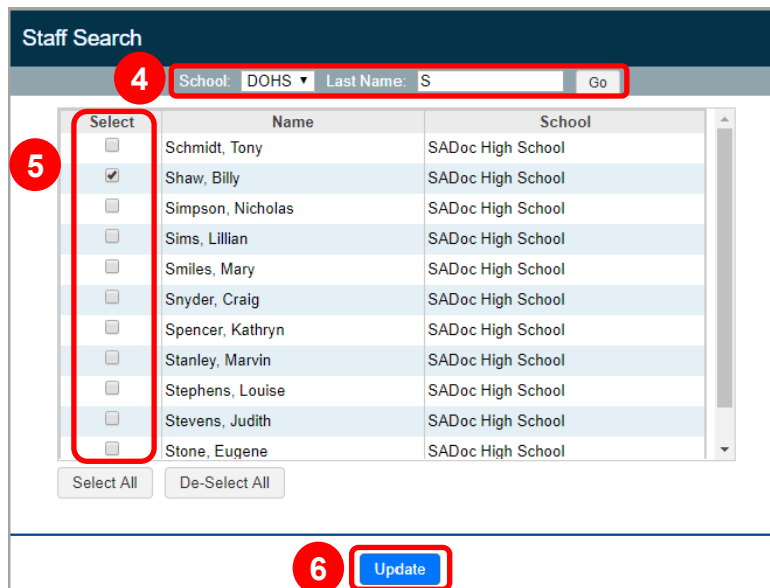
3 Below the grid that displays, click **Add Teachers to my GradeBook**.



4 On the **Staff Selection** window, use the **School** drop-down list and the **Last Name** field to search for the staff member to whom you want to give access. Click **Go**.

5 In the row of the staff member you want to give access, in the **Select** column, select the checkbox.

6 Click **Update**.





- 7 In the row of the newly added staff member, in the **Role** column, select **Additional** or **Substitute** from the drop-down list.
- 8 In the **From** and **To** fields, enter or select dates to indicate the timeframe during which the staff member will have access to your grade book.
- 9 Click **Update**.

The following staff members have access to your GradeBook:
(Staff members with the role of "Primary" can only be updated or removed by a system administrator.)

Name	Role	From	To	Del?
Shaw, Billy	Additional	04/12/2019	04/12/2020	<input type="checkbox"/>
Smiles, Mary	Substitute	7/30/2018	7/30/2019	<input type="checkbox"/>

[Add Teachers to my GradeBook](#) [Update](#)

Copy the GradeBook access to the following classes:

AMERICAN LITERATURE: 21 AMERICAN LITERATURE: 22 COMPOSITION: 31 COMPOSITION: 32
 MATHEMATICS 5: 11 MATHEMATICS 5: 12 READING 3: 1 READING 3: 2

[Copy](#)

***ADDITIONAL** teachers can perform the same functions as you.*

***SUBSTITUTE** teachers can perform the same functions except for creating recurring assignments, updating class rosters, and setting up additional GradeBook access.*

Teacher Preferences

GradeBook |

GradeBook

Class: AMERICAN LITERATURE: 21
▼

Select the class whose preferences you want to set.
Save

Edit your Dictionary

Edit Teacher Preferences

General Assignment Options:

Set up as a floating assignment? No due date

Post to the homework web page? Displays on the student Planner

Add this assignment to the assignment bank? Save for future use

Exclude from student averages? Does not affect grade

Post the marks to the web? Display on ParentAccess

Quiz Options:

Preview before post? No auto-posting to GradeBook

Let student see the correct answers?

Third-party documents submitted as files? Student Google Drive submissions are direct links

Allow students to view their answers? Can view own answers after submission

Scramble the questions? Questions display in different order for all students

Publish Immediately? Do not have to click Publish on activity's details screen in VirtualClassroom

Discussion Options:

Require Approval? Must approve student posts before they display

Copy these preferences to the following classes:

AMERICAN LITERATURE: 22 Select All

COMPOSITION: 31 Un-Select All

COMPOSITION: 32 Copy

MATHEMATICS 5: 11 Copy

MATHEMATICS 5: 12 Copy

READING 3: 2 Copy

Students can see answers in specified timeframe

Select classes to which you want to copy these preferences.