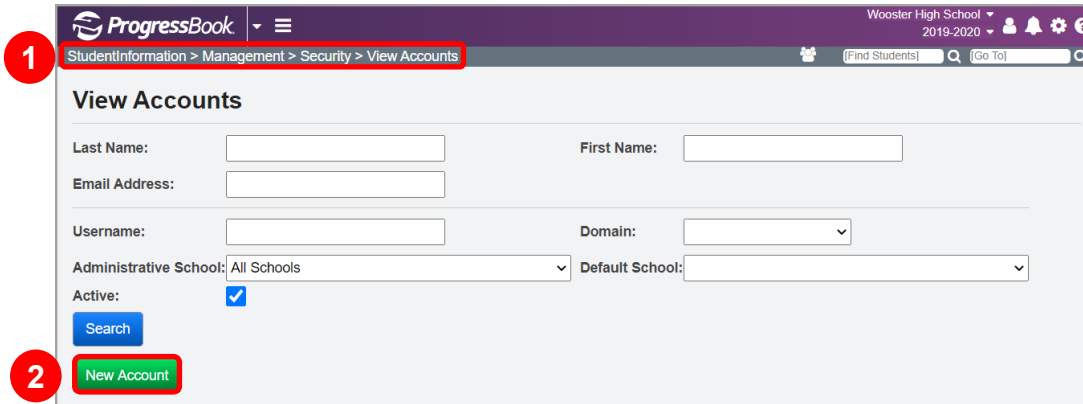# Creating a GradeBook Staff Member

Creating an account and an associated staff member who can use GradeBook must be completed in StudentInformation.
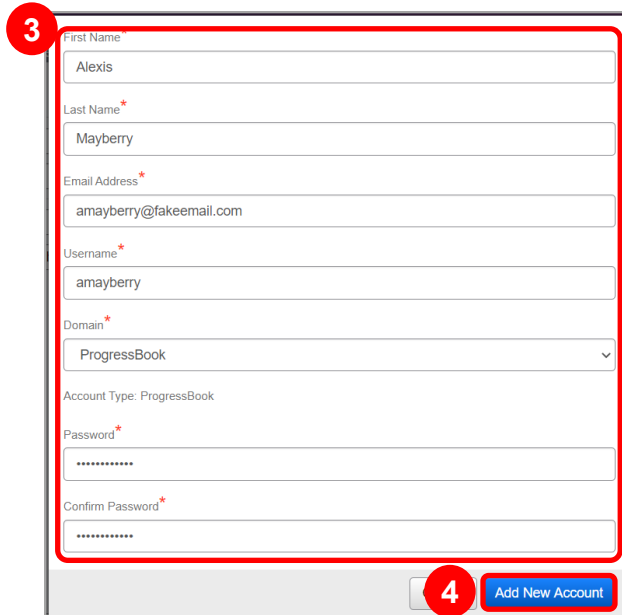
1 With the appropriate district or school in context, navigate to **StudentInformation > Management > Security > View Accounts**.

2 Click **New Account**.

3 On the window that opens, enter the appropriate **First Name**, **Last Name**, **Email Address**, and **Username**. Then, select the appropriate **Domain** from the drop-down list. Depending on the domain you select, different options are available. See the *ProgressBook StudentInformation Security Guide* for more information. If you are simply creating a ProgressBook account, enter and reenter a password that you must communicate to the new user.
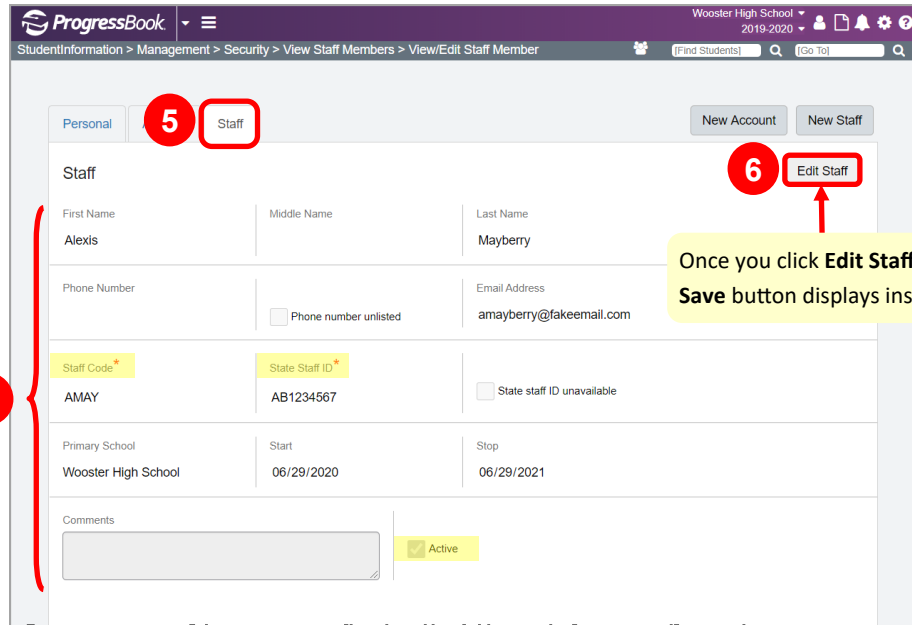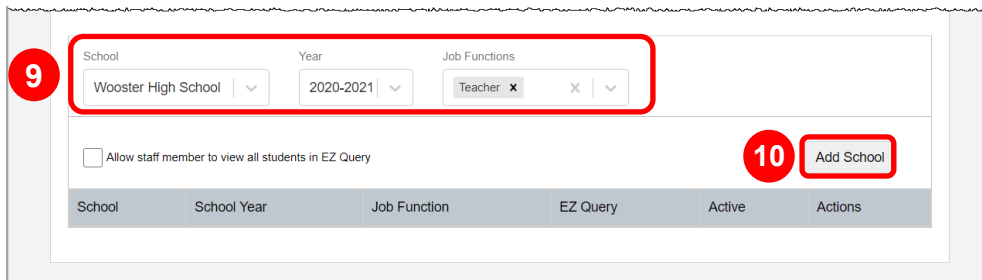
4 Click **Add New Account**.

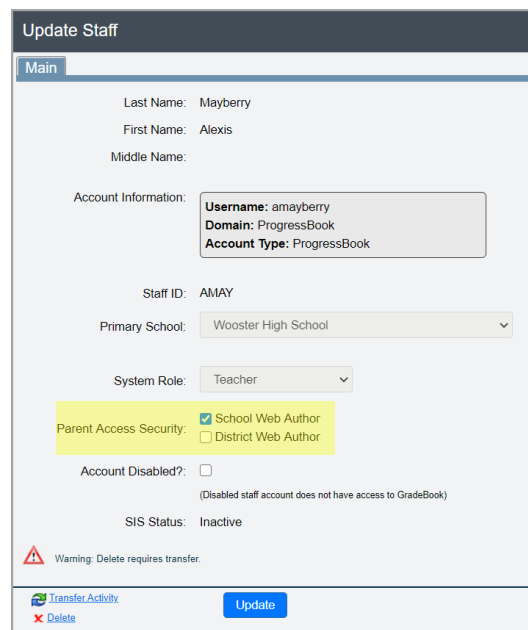The user record screen **Account** tab displays.

5 Click the **Staff** tab.

6 Click **Edit Staff**.

7 Enter items as needed and/or required, including the **Staff Code** and the **State Staff ID**. Select the **Active** checkbox.

8 Click **Save**.

Once you click **Edit Staff**, the **Save** button displays instead.

9 In the **School** drop-down list, select the school, not the district, to which this staff member should be assigned, then select the **Year** and the appropriate **Job Function**(s) (see the next page for more information).

10 Click **Add School**.

11 Add a job function for each school to which the staff member should have access in GradeBook.

The staff member you added can now log in to and access GradeBook. You can now complete additional setup required for this user within StudentInformation and GradeBook. For example, you can navigate to **GradeBook > Administrator Home Page > Staff > Update Staff** window, and in the **Parent Access Security** area, select the **School Web Author** and **District Web Author** checkboxes as desired to grant the staff member the privilege of editing the school and/or district's ParentAccess website content, respectively.

ProgressBook® *Job Function Access in GradeBook*

StudentInformation Job Function	Access Granted in GradeBook
Curriculum Director	• Access to lesson plans, lesson plan reports, academic standards maintenance, and grading scales
Attendance	• Access to student daily and period attendance records in the **Absence Queue**, the attendance export to send records to StudentInformation, attendance reports, homerooms, and period/block codes
Master	• Access to the **GradeBook Administrator Home Page** for the entire district with edit privileges for all aspects of GradeBook
School Support	• Access to homerooms, classes, students, staff, lunch choices, and lunch count reports in the school buildings to which the user is assigned as well as all principal role functionality and limited ParentAccess administration
School Administrator	• Access to the **GradeBook Administrator Home Page** for one or more school buildings to which the user is assigned with edit privileges for named codes, calendars, staff, reporting periods, courses, classes, academic standards, report cards, lunch choices, and lunch count reports
Teacher	• Access to GradeBook's grade book features and SpecialServices Classic (if it is enabled) for the classes and students to which they are assigned
• **Principal** (includes access for DataMap) • **GradeBook - Principal** (GradeBook access only)	• Access to lunch choices; all clerical options that the **Attendance** and **Secretary** job functions can access as well as eligibility reports, lunch count reports, and student progress reports • Access to view student progress in ParentAccess as well as teacher grade book information, including **GradeBook Grid**, **5 Day Planner**, lesson plan reports, and class progress reports
Superintendent	• N/A
Secretary	• Access to all attendance options that the **Attendance** job function can access as well as report cards • Access to view report card and interim grades by student and ParentAccess user account maintenance and extracts
Curriculum Coordinator	• Access to lesson plans, lesson plan reports, academic standards maintenance, and grading scales
Cafeteria Worker	• Access to update lunch choices and lunch count reports
• **Counselor** (includes access for StudentInformation and DataMap) • **GradeBook - Guidance** (GradeBook access only)	• Access to student progress reports and viewing student progress in ParentAccess