



Getting Started with GradeBook *for Teachers*



ProgressBook®
GradeBook

Software Answers, Inc.
6770 Snowville Rd., Suite 200
Brecksville, Ohio 44141

www.progressbook.com
www.software-answers.com

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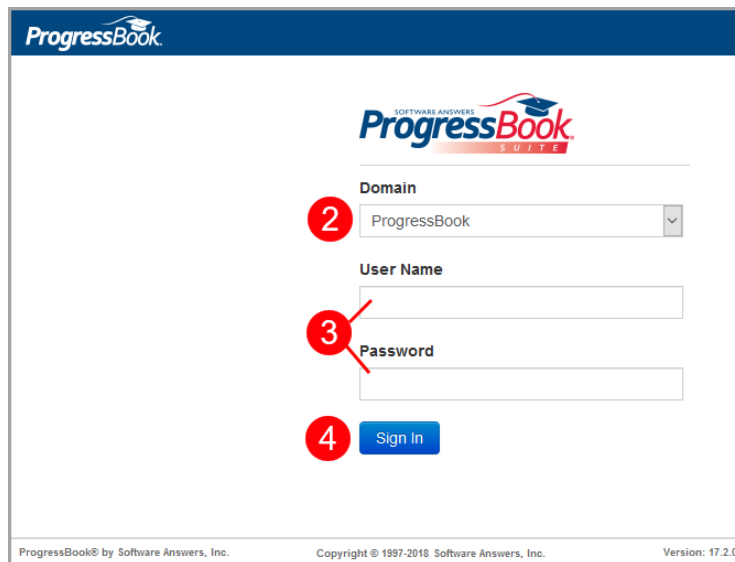


Learning Objectives

-  Set up grading scales
-  Set up assignment types
-  Set up calculation methods
-  Organize class list
-  Provide access to your grade book
-  Set up classes on ParentAccess

Access & Navigation

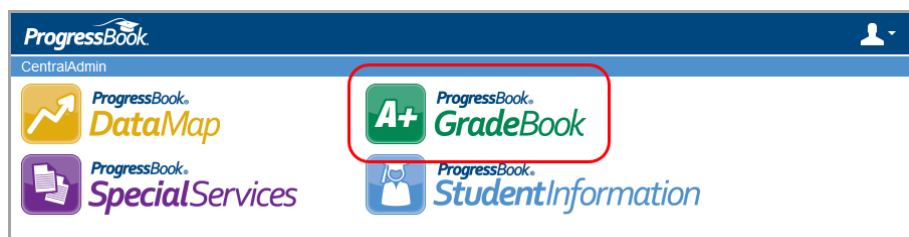
1. You should have received a URL and login information for GradeBook—navigate to this URL.
2. On the **Sign In** screen, in the **Domain** drop-down list, select your remote service center (e.g., SWOCA, NOECA).
3. Enter your **User Name** and **Password**.
4. Click **Sign In**.



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If you have access to other ProgressBook applications, such as DataMap or SpecialServices, you may see them on the **Home** screen.

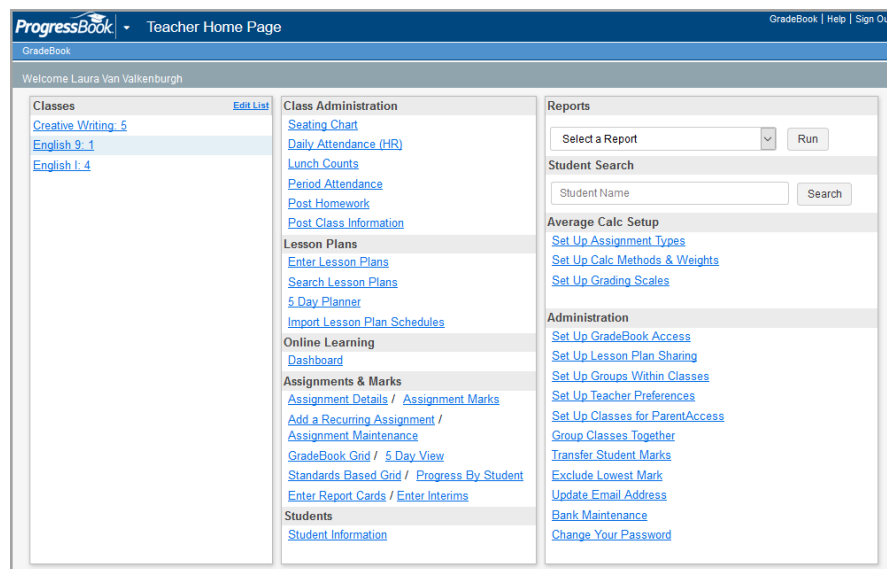
5. Click **GradeBook**.



Access & Navigation

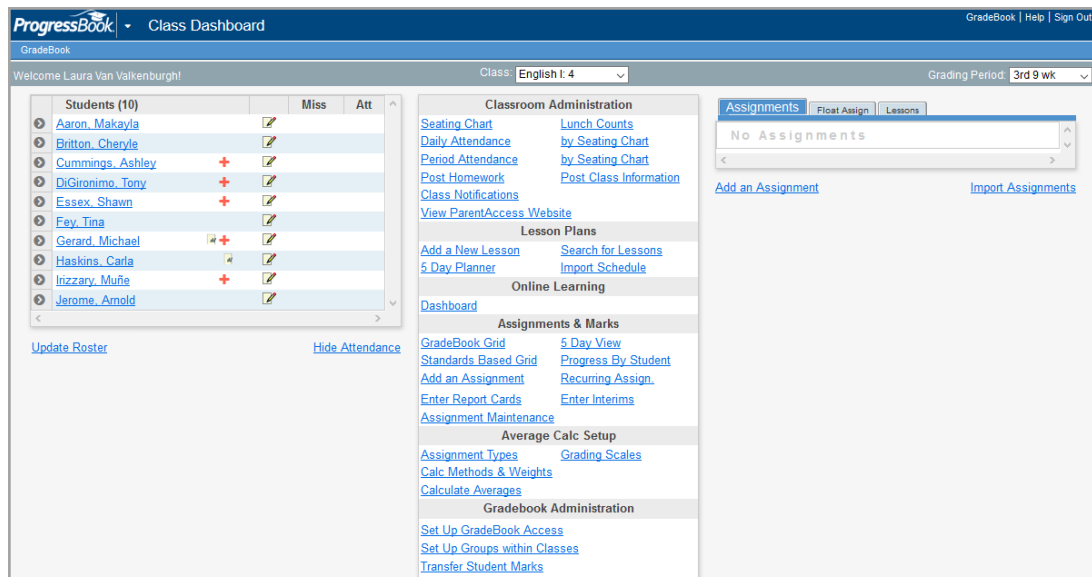
Your main landing pages in GradeBook are the **Teacher Home Page**, which is the screen you see when you first log in, and the **Class Dashboard**, which is the screen that displays after you have clicked the name of a class in the **Classes** list.

The **Teacher Home Page** has many of the same options as the **Class Dashboard**, but it is not class-specific. The **Class Dashboard** displays a **Students** list on the top left, where you can also change the order of your students and enter daily comments.



The screenshot shows the 'Teacher Home Page' in GradeBook. The top navigation bar includes 'ProgressBook', 'Teacher Home Page', and 'GradeBook | Help | Sign Out'. Below the navigation bar, there is a welcome message: 'Welcome Laura Van Valkenburgh'. The main content area is divided into three columns:

- Classes:** A list of classes including 'Creative Writing_5', 'English 9_1', and 'English I_4'. There is an 'Edit List' link.
- Class Administration:** A menu of options including 'Seating Chart', 'Daily Attendance (HR)', 'Lunch Counts', 'Period Attendance', 'Post Homework', 'Post Class Information', 'Lesson Plans', 'Online Learning', 'Assignments & Marks', and 'Students'.
- Reports:** A section with a 'Selected a Report' dropdown and a 'Run' button. Below it are sections for 'Student Search', 'Average Calc. Setup', and 'Administration'.



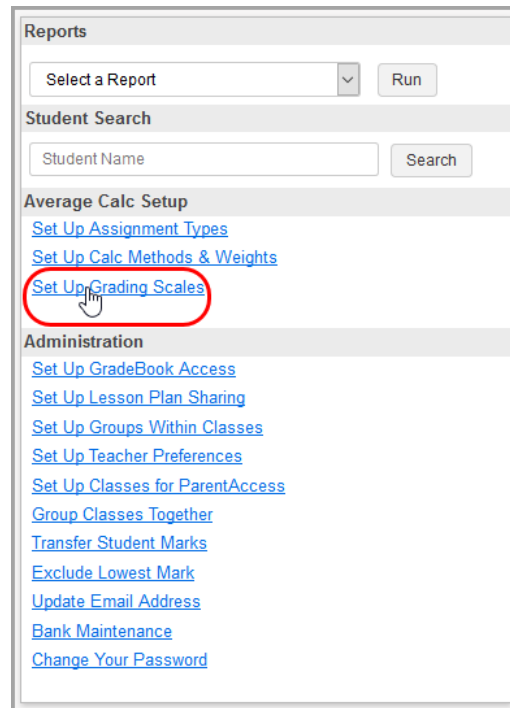
The screenshot shows the 'Class Dashboard' for the 'English I: 4' class. The top navigation bar includes 'ProgressBook', 'Class Dashboard', and 'GradeBook | Help | Sign Out'. Below the navigation bar, there is a welcome message: 'Welcome Laura Van Valkenburgh'. The main content area is divided into three columns:

- Students (10):** A table listing students with columns for 'Miss' and 'Att'. The students listed are Aaron_Makayla, Britton_Cheryle, Cummings_Ashley, DiGironimo_Tony, Essex_Shawn, Fey_Tina, Gerard_Michael, Haskins_Carla, Iizzary_Mufie, and Jerome_Arnold. There are 'Update Roster' and 'Hide Attendance' links below the table.
- Classroom Administration:** A menu of options including 'Seating Chart', 'Daily Attendance', 'Period Attendance', 'Post Homework', 'Class Notifications', 'View ParentAccess Website', 'Lesson Plans', 'Online Learning', 'Assignments & Marks', 'Average Calc Setup', and 'Gradebook Administration'.
- Assignments:** A section with a dropdown menu showing 'No Assignments' and buttons for 'Add an Assignment' and 'Import Assignments'.



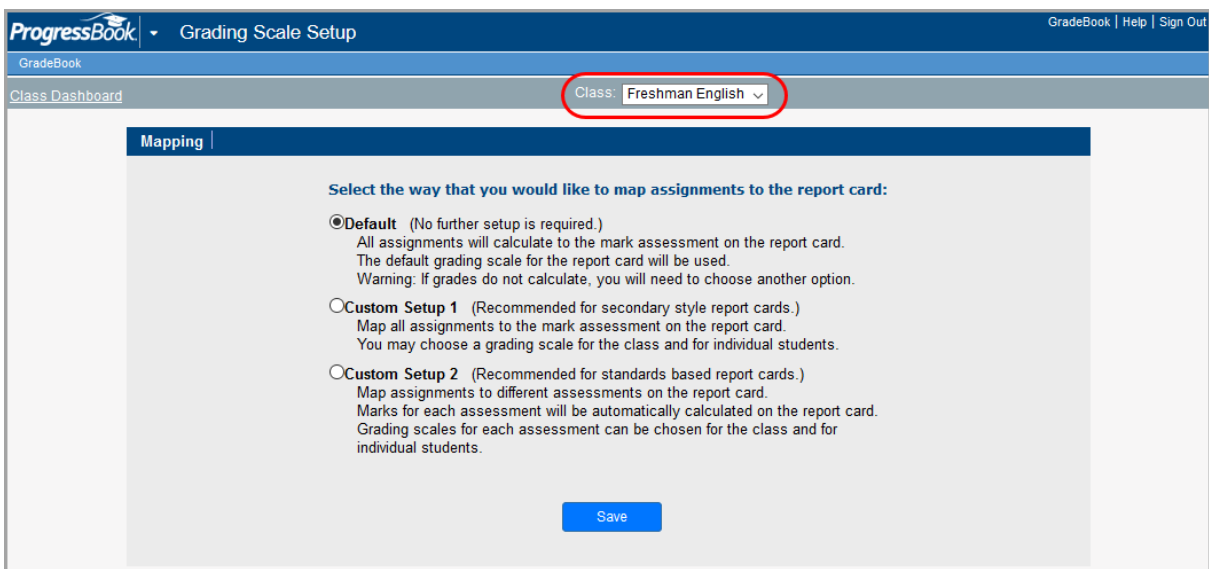
Grading Scales

1. On the **Teacher Home Page**, in the **Average Calc Setup** section, click **Set Up Grading Scales**.



The **Grading Scale Setup** screen displays.

2. Select the **Class** for which you want to set up grading scales.



A+ Grading Scales

3. On the **Mapping** tab, select one of the three options:
 - **Default** – You do not have to complete any further setup, and all assignments calculate to the mark assessment on the report card.
 - **Custom Setup 1** – This is a secondary/traditional style setup and assignments are mapped to the mark assessment on the report card.
 - **Custom Setup 2** – This is a standards-based/elementary style setup. You must map assignments to different assessments on the report card.

*In Custom Setup 1 and Custom Setup 2,
you can set grading scales for an entire
class or for individual students.*

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.

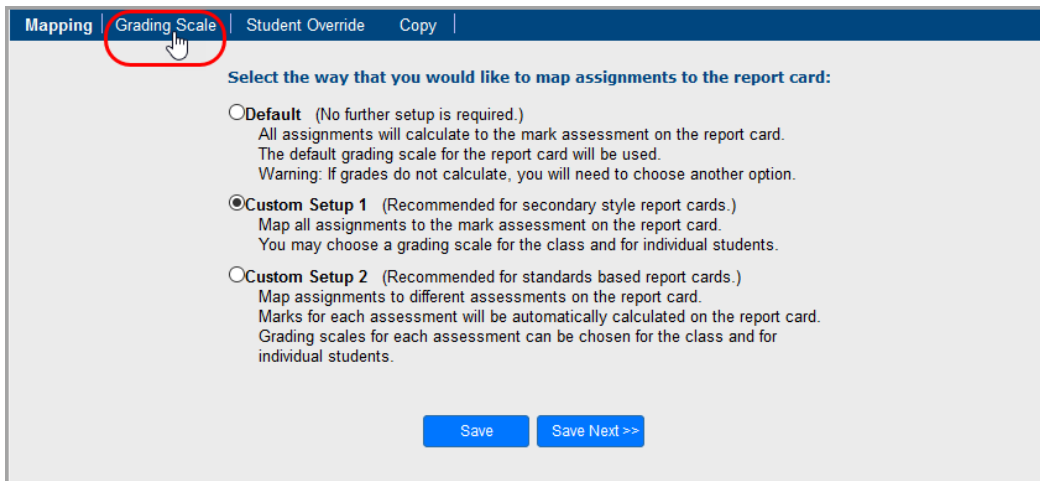
Save

4. Click **Save**.

Custom Setup 1

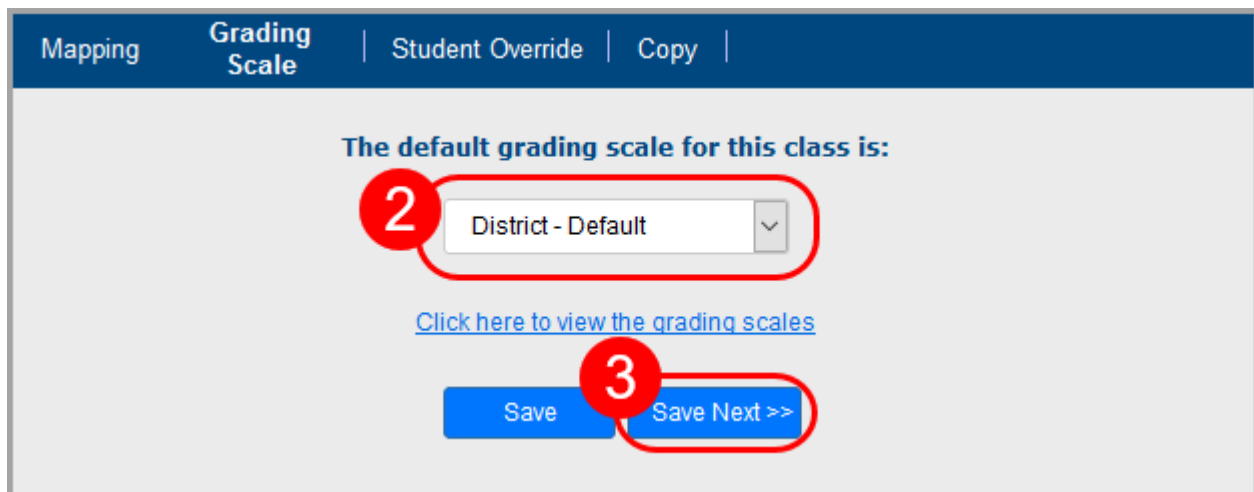
If you have chosen Custom Setup 1, follow this procedure for the rest of the grading scale setup.

1. After selecting **Custom Setup 1** on the **Mapping** tab and saving, click **Grading Scale**.



The screenshot shows a navigation bar with tabs: Mapping, Grading Scale (highlighted with a red circle and a mouse cursor), Student Override, and Copy. Below the navigation bar, the text reads: "Select the way that you would like to map assignments to the report card:". There are three radio button options:
- **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.
At the bottom, there are two buttons: "Save" and "Save Next >>".

2. Choose the default grading scale you want to use for the selected class.
3. Click **Save Next**.



The screenshot shows the same navigation bar as the previous image, but the "Grading Scale" tab is now active. The text reads: "The default grading scale for this class is:". Below this, there is a dropdown menu with "District - Default" selected. A red circle with the number "2" is around the dropdown menu. Below the dropdown menu, there is a blue link: "Click here to view the grading scales". At the bottom, there are two buttons: "Save" and "Save Next >>". A red circle with the number "3" is around the "Save Next >>" button.

A+ Grading Scales—Custom Setup 1

- (Optional) On the **Student Override** tab, select a different grading scale for different students as desired from the **Scale** drop-down list.
- Click **Save Next**.

Mapping | Grading Scale | **Student Override** | Copy

Use the section below to assign individual students to different grading scales:

Student	Scale
Anderson, Peter	Checkmark scale
Branigan, Erin	Class Default
Cranston, Bryan	Class Default
Dombrosky, Jeanne	Class Default
Elderberry, Rachel	Class Default
Frensky, Steve	Class Default
Gross, Anastasia	Class Default
Harrison, Herbert	WOHS - Pass/Fail
Ingalls, Joseph	Class Default
Juanes, Mario	Class Default
Kung, Sarah	Class Default
Larrington, Matthew	Class Default
Mercantes, Enriqueta	Class Default
Nickels, Caley	Class Default

[Click here to view the](#)

Save | **Save Next >>**

- (Optional) On the **Copy** tab, select classes to which you want to copy the grading scale setup you just created and then click **Copy**.

Mapping | Grading Scale | Student Override | **Copy**

Copy this Custom Setup 1 setup to the following classes:

Remedial English Creative Writing

Select All | De-Select All

Copy

Custom Setup 2

If you have chosen Custom Setup 2, follow this procedure for the rest of the grading scale setup.

1. After selecting **Custom Setup 2** on the **Mapping** tab and saving, click **Report Cards**.

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 >>

2. Choose all report cards and interims you want to use for the selected class by selecting the check boxes next to the desired report cards.
3. Click **Save Next**.

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

Which report cards and interims do you plan to use?

2 Available Report Cards:

- KG Report Card
- 1st Grade Report Card
- 2nd Grade Report Card
- 2nd Grade Science Report Card
- 3rd Grade Report Card
- 4th Grade Report Card

Available Interims:

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 **3** Save Next >>

A+ Grading Scales—Custom Setup 2

- On the **Grading Scale** tab, choose the default assessment, which is used to calculate the reporting period average.
- Assign the grading scales for each assessment on the report card using the **Grading Scale** drop-down list.
- Select a calculation method for each assessment on the report card using the **Calculation** drop-down list. (See [Appendix A](#) for an explanation of each calculation method.)

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

New assessments have been added and are highlighted. Please click save at the bottom of the page to enable these new assessments.

4 Choose the default assessment to show for the students' progress:
 2nd Grade Science Report Card: Engages in scientific inquiry and application

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

2nd Grade Science Report Card

Assessment	Grading Scale	Calculation
Earth, Space Science	District - Default	None
Discusses observable long and short-term weather changes that occur due to changes in energy	3 2 1 Standards scale	None
Understands that that atmosphere is made up of air and that water is present in the air	3 2 1 Standards scale	None
Physical Science		None
Explains that forces change the motion of an object	3 2 1 Standards scale	None
Life Science		None
Discusses how living things cause changes on Earth	3 2 1 Standards scale	None
Explains that living things that once lived on Earth no longer exist; their basic needs were no longer met	3 2 1 Standards scale	None
Science Inquiry and Application	District - Default	None
Engages in scientific inquiry and application	3 2 1 Standards scale	None
Other assignments/assessments	3 2 1 Standards scale	None

7 Save Save Next >>

A+ Grading Scales – Custom Setup 2

- (Optional) On the **Student Override** tab, if you want to assign a particular student a different grading scale, select that student from the drop-down list.
- (Optional) Select the desired grading scales for each assessment for this student.
- Click **Save Next**.

The screenshot shows the 'Student Override' tab in a software interface. At the top, there are navigation tabs: 'Mapping', 'Report Cards', 'Grading Scale', 'Student Override', and 'Copy'. The 'Student Override' tab is active. Below the tabs, there is a heading: 'Use the section below to assign individual students to different grading scales:'. A red circle with the number '8' is next to the text 'Select a student:'. Below this text is a dropdown menu showing 'Richardson, Blake'. Below the student selection, there is a red heading: '2nd Grade Science Report Card'. Below this heading is a table with two columns: 'Assessment' and 'Grading Scale'. A red circle with the number '9' is next to the 'Grading Scale' column header. The table contains the following rows:

Assessment	Grading Scale
Earth, Space Science	Class Default
Discusses observable long and short-term weather changes that occur due to changes in energy	Class Default
Understands that that atmosphere is made up of air and that water is present in the air	Class Default
Physical Science	Class Default
Explains that forces change the motion of an object	Class Default
Life Science	Class Default
Discusses how living things cause changes on Earth	Class Default
Explains that living things that once lived on Earth no longer exist; their basic needs were no longer met	Class Default
Science Inquiry and Application	Class Default
Engages in scientific inquiry and application	Class Default
Other assignments/assessments	Class Default

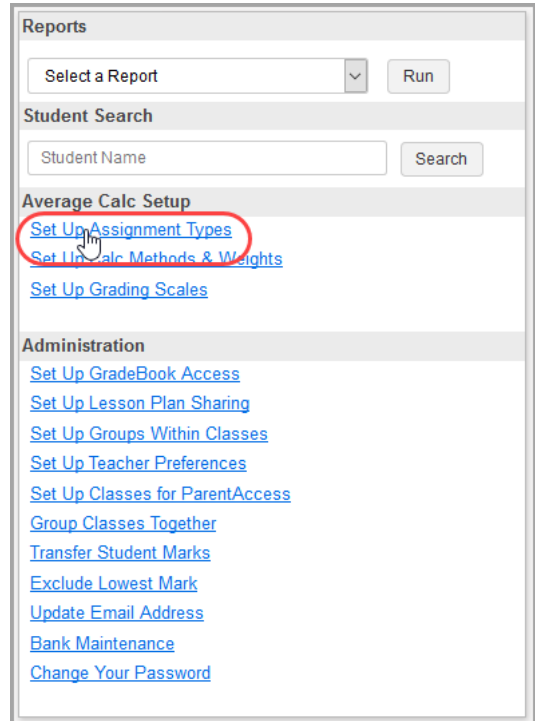
Below the table, there is a blue link: 'Click here to view the grading scales'. At the bottom of the form, there are two buttons: 'Save' and 'Save Next >>'. A red circle with the number '10' is next to the 'Save Next >>' button.

- (Optional) On the **Copy** tab, select classes to which you want to copy the grading scale setup you just created, and then click **Copy**.

AssignmentTypes

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

If you want to set up assignment types for a single class, you can select it from the ALL PRIMARY CLASSES drop-down list.



Reports

Select a Report

Student Search

Student Name

Average Calc Setup

[Set Up Assignment Types](#)

[Set Up Calc Methods & Weights](#)

[Set Up Grading Scales](#)

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](#)

The **AssignmentTypes** screen displays with a grid.

2. Determine the assignment types you want to create, and then enter the **Name** and its associated **Abbr** (the abbreviation that displays in many places in GradeBook and in ParentAccess) for each assignment type.

Name	Abbr	Mark Type	All	English I: 4	Del?	Abbr
<input type="text" value="Classwork"/>	<input type="text" value="CW"/>	<input type="text" value="Points"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CW
<input type="text" value="Homework"/>	<input type="text" value="HW"/>	<input type="text" value="Points"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	HW
<input type="text" value="Projects"/>	<input type="text" value="PJ"/>	<input type="text" value="Points"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	PJ
<input type="text" value="Quizzes"/>	<input type="text" value="QZ"/>	<input type="text" value="Points"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	QZ
<input type="text" value="Tests"/>	<input type="text" value="TS"/>	<input type="text" value="Points"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	TS
<input type="text" value="*"/>	<input type="text" value="*"/>	<input type="text" value="*"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="text" value="*"/>	<input type="text" value="*"/>	<input type="text" value="*"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="text" value="*"/>	<input type="text" value="*"/>	<input type="text" value="*"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="text" value="*"/>	<input type="text" value="*"/>	<input type="text" value="*"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

A+ AssignmentTypes

3. Select the **MarkType** from the drop-down list for each assignment type. These are predetermined by your school or district.
4. For each class, select the check box for the assignment types you want to use. If you plan to use the same assignment types for all of your classes, you can select the check boxes for each type in the **All** column before the class columns.
5. Click **Save**.

Name	Abbr	3 Mark Type	4	All	English I: 4	Del?	Abbr
<input type="text" value="Classwork"/>	CW	Points	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CW	
<input type="text" value="Homework"/>	HW	Points	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	HW	
<input type="text" value="Projects"/>	PJ	Points	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	PJ	
<input type="text" value="Quizzes"/>	QZ	Points	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	QZ	
<input type="text" value="Tests"/>	TS	Points	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	TS	
<input type="text" value="*"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="text" value="*"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="text" value="*"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="text" value="*"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

5 Save

To delete an assignment type, select the check box in the DEL? column for that mark type. You cannot delete an assignment type that still has assignments tied to it. You must delete those assignments first.



Calculation Methods

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

If you want to set up the same calculation method for more than one class, in the COPY THIS SETUP TO THE FOLLOWING CLASSES area, select the check boxes next to the classes to which you want to copy the setup.

Reports

Select a Report Run

Student Search

Student Name Search

Average Calc Setup

[Set Up Assignment Types](#)

[Set Up Calc Methods & Weights](#)

[Set Up Grading Scales](#)

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](#)

The **Average Calculation Setup** screen displays.

2. Select the **Class** for which you want to set up calculation methods.

ProgressBook Average Calculation Setup GradeBook | Help | Sign Out

GradeBook

Class Dashboard Class: English I: 4

Choose the calculation frequency:

Automatically recalculate the GradeBook after each change

I will recalculate the GradeBook when needed

Choose a calculation option:

Use the same calculation for each grading period

Use different calculations for each grading period

Select the Calculation Method: Straight Average

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

Assignment Type	Weight
Homework	<input type="text"/>
Classwork	<input type="text"/>
Tests	<input type="text"/>
Quizzes	<input type="text"/>
Projects	<input type="text"/>

Save

A+ Calculation Methods

3. In the **Choose the calculation frequency** area, select **Automatically recalculate the GradeBook after each change** or **I will recalculate the GradeBook when needed**. If you select the second option, on the **Class Dashboard**, in the **Average Calc Setup** area, you must click **Calculate Averages** when you want to recalculate your grade book.
4. In the **Choose a calculation option** area, you can choose to **Use the same calculation for each grading period** or **Use different calculations for each grading period**.

ProgressBook - Average Calculation Setup GradeBook | Help | Sign Out

GradeBook

Class Dashboard Class: English I: 4

3 Choose the calculation frequency:

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

4 Choose a calculation option:

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

Select the Calculation Method: Straight Average

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

Assignment Type	Weight
Homework	<input type="text"/>
Classwork	<input type="text"/>
Tests	<input type="text"/>
Quizzes	<input type="text"/>
Projects	<input type="text"/>

[Save](#)

Copy this setup to the following classes:

Creative Writing: 5 English 9: 1 English I: 4

[Select All](#) [Un-Select All](#) [Copy](#)

If you want to use a calculation method for multiple or all of your classes, you can select the check boxes next to the appropriate classes in the COPY THIS SETUP TO THE FOLLOWING CLASSES area at the bottom of the screen.

A+ Calculation Methods

5. (Optional) If you want to weight assignment types for the average calculation, in the **Select the Calculation Method** drop-down list, select **Weighted Average**. Then, in the grid below, enter a weights for each assignment type in the **Weight** column. You can enter these as simple numbers or as numbers that represent a percent of the student's average (e.g., if homework = 1, quizzes = 1, and tests = 2, then you can also enter the weights as 25 for homework, 25 for quizzes, and 50 for tests).

ProgressBook Average Calculation Setup

GradeBook | Help | Sign Out

GradeBook

Class Dashboard Class: English I: 4

Choose the calculation frequency:

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

Choose a calculation option:

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

Select the Calculation Method: Weighted Average

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

Assignment Type	Weight
Homework	10
Classwork	25
Tests	35
Quizzes	20
Projects	10

Save

Copy this setup to the following classes:

Creative Writing: 5 English 9: 1 English I: 4

Select All Un-Select All Copy

Extra credit assignments cannot be weighted because GradeBook cannot divide by zero. Set up extra credit assignments by creating assignments worth zero points or by giving students more points on an assignment than the assignment is worth.

A+ Calculation Methods

6. (Optional) If you want to weight assignment types differently for each reporting period, in the **Choose a calculation option** area, select **Use different calculations for each grading period**. Sections for each reporting period display below. Then, follow [step 5](#) for each section for any reporting periods with weighted averages.

ProgressBook - Average Calculation Setup GradeBook | Help | Sign Out

GradeBook

Class Dashboard Class: English I: 4

Choose the calculation frequency:

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

Choose a calculation option:

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

1st 9 weeks

Select the Calculation Method: Straight Average

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

Assignment Type	Weight
Homework	<input type="text"/>
Classwork	<input type="text"/>
Tests	<input type="text"/>
Quizzes	<input type="text"/>
Projects	<input type="text"/>

2nd 9 weeks

Select the Calculation Method: Straight Average
Straight Average
Weighted Average

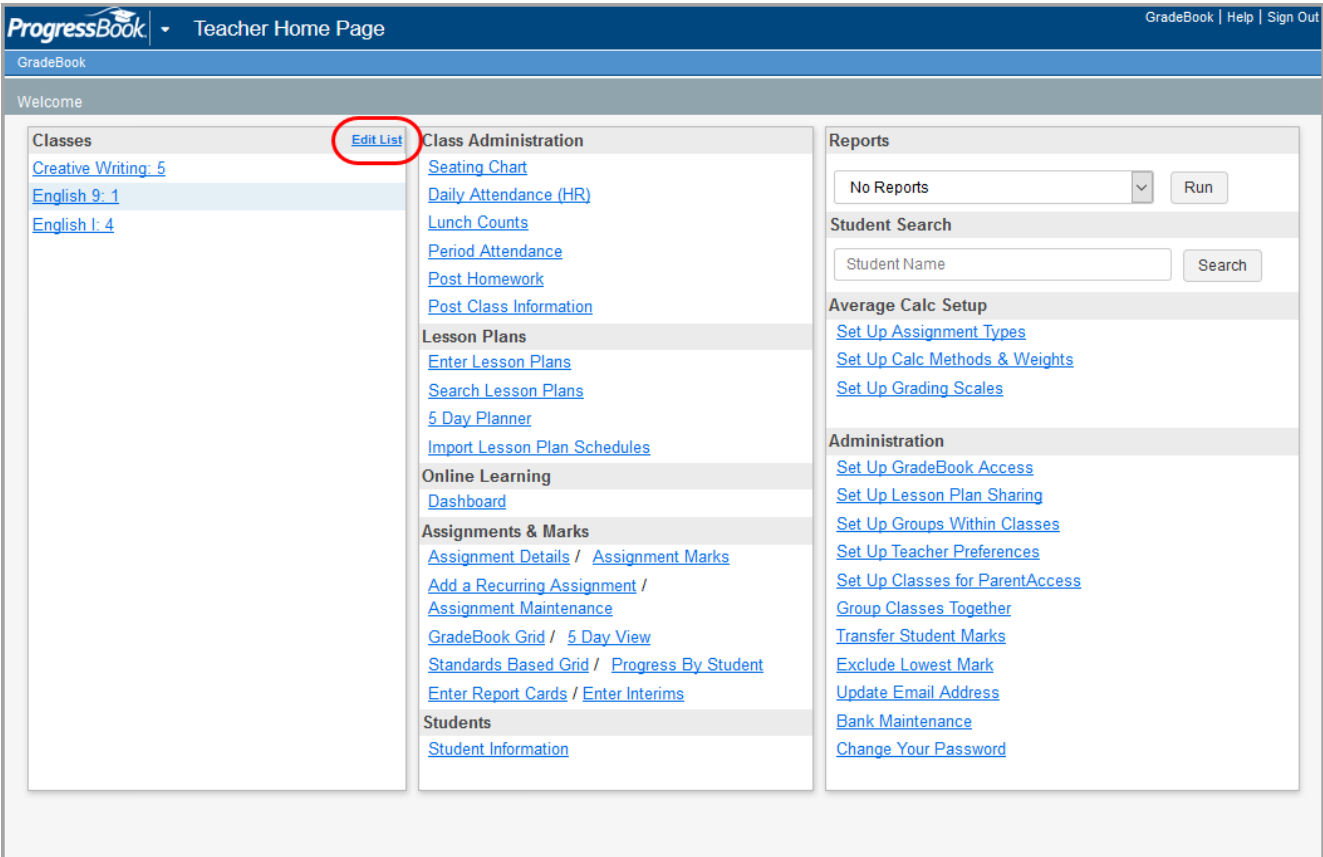
If you have chosen to use Weighted Averages, fill in the following section:

Assignment Type	Weight
Homework	<input type="text"/>
Classwork	<input type="text"/>
Tests	<input type="text"/>
Quizzes	<input type="text"/>
Projects	<input type="text"/>

*Note that you can also weight individual assignments as necessary. For more information, refer to the **GradeBook Teacher Guide**.*

Class List

1. At the left of the **Teacher Home Page**, in the **Classes** area, click **Edit List**.



The screenshot displays the ProgressBook Teacher Home Page. The top navigation bar includes the ProgressBook logo, "Teacher Home Page", and links for "GradeBook", "Help", and "Sign Out". Below the navigation bar, a "Welcome" message is visible. The main content area is divided into several sections:

- Classes:** A list of classes including "Creative Writing: 5", "English 9: 1", and "English I: 4". An "Edit List" link is circled in red.
- Class Administration:** A menu of options including "Seating Chart", "Daily Attendance (HR)", "Lunch Counts", "Period Attendance", "Post Homework", and "Post Class Information".
- Lesson Plans:** Options for "Enter Lesson Plans", "Search Lesson Plans", "5 Day Planner", and "Import Lesson Plan Schedules".
- Online Learning:** A "Dashboard" link.
- Assignments & Marks:** Options for "Assignment Details / Assignment Marks", "Add a Recurring Assignment / Assignment Maintenance", "GradeBook Grid / 5 Day View", and "Standards Based Grid / Progress By Student".
- Students:** A "Student Information" link.
- Reports:** A "No Reports" dropdown menu and a "Run" button.
- Student Search:** A search box for "Student Name" and a "Search" button.
- Average Calc Setup:** Links for "Set Up Assignment Types", "Set Up Calc Methods & Weights", and "Set Up Grading Scales".
- Administration:** A collection of links for system settings such as "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", and "Change Your Password".

The **Class Setup** screen displays.

A+ Class List

2. Complete any of the following optional items:

- In the **Class Alias** field, you can rename the class so it shows up as something meaningful to you on your **Teacher Home Page** and **Class Dashboard**. These names do not display on report cards.
- In the **Order** column, you can indicate the order in which you'd like your classes displayed in the **Class List** by typing numbers.
- In the **Hide?** column, select the check box in the row of any classes you do not want to display in your class list at this time. This is particularly useful in cases where you do not have a class in every reporting period.

3. Click **Save**.

Class	Course ID	School	Class Alias (Optional)	Order	Hide?
Creative Writing: 5	116GA	WOHS	Creative Writing	3	<input type="checkbox"/>
English 9: 1	130	WOHS	Freshman English	1	<input type="checkbox"/>
English I: 4	101	WOHS	Remedial English	2	<input type="checkbox"/>

[Save](#)

The **Classes** area now reflects the changes you made.

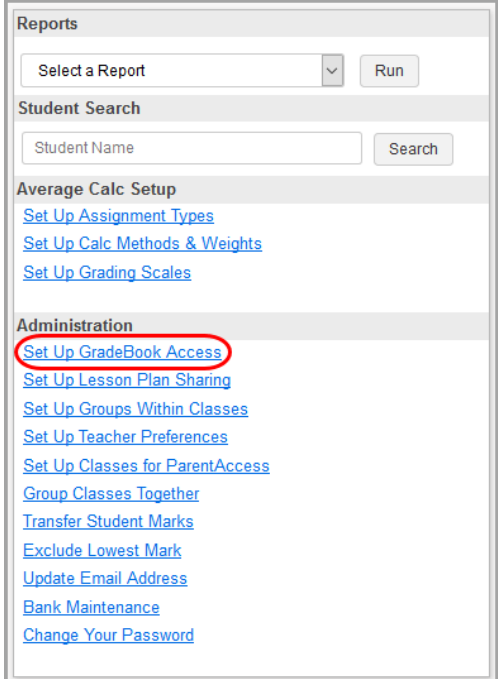
Classes	Edit List
Freshman English	
Remedial English	
Creative Writing	

Granting Access

To Your GradeBook

You may need to set up access to your grade book if you are co-teaching or plan on having a long-term substitute teacher.

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



Reports

Select a Report Run

Student Search

Student Name Search

Average Calc Setup

[Set Up Assignment Types](#)

[Set Up Calc Methods & Weights](#)

[Set Up Grading Scales](#)

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](#)

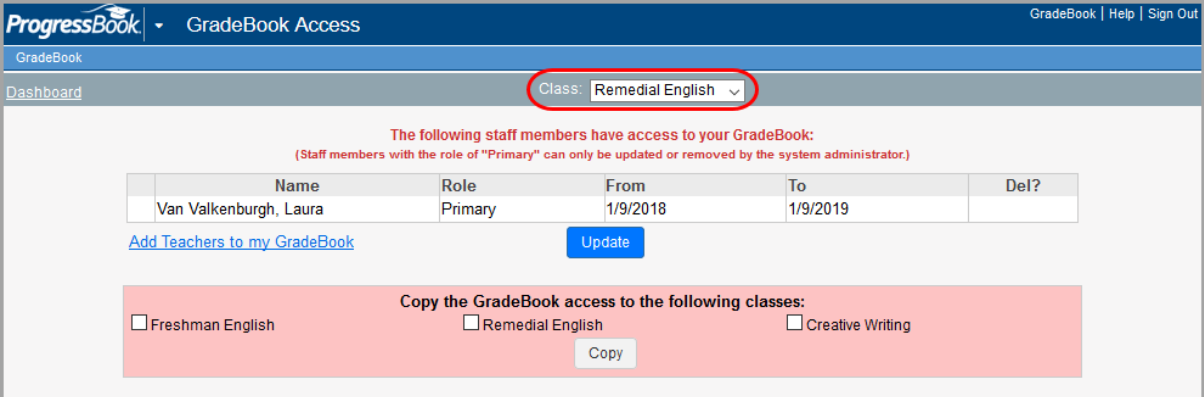
[Update Email Address](#)

[Bank Maintenance](#)

[Change Your Password](#)

The **GradeBook Access** screen displays.

2. Select the **Class** for which you want to set up grade book access.



ProgressBook GradeBook Access GradeBook | Help | Sign Out

GradeBook

Dashboard Class: Remedial English

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

Name	Role	From	To	Del?
Van Valkenburgh, Laura	Primary	1/9/2018	1/9/2019	

[Add Teachers to my GradeBook](#) Update

Copy the GradeBook access to the following classes:

Freshman English Remedial English Creative Writing

Copy

A+ Granting Access

3. Click **Add Teachers to my GradeBook**.

ProgressBook GradeBook Access

GradeBook | Help | Sign Out

GradeBook

Dashboard Class: Remedial English

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

Name	Role	From	To	Del?
Van Valkenburgh, Laura	Primary	1/9/2018	1/9/2019	

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

Copy the GradeBook access to the following classes:

Freshman English Remedial English Creative Writing

[Copy](#)

The **Staff Search** window opens.

4. Search for the teacher(s) you want to add to your grade book.
5. In the row of the teacher(s) that you want to add, select the check box.
6. Click **Update**.

Staff Search

4 School: WOHS Last Name: Smith Go

Select	Name	School
<input type="checkbox"/>	Smith, Abbey	WOOSTER HIGH SCHOOL
<input type="checkbox"/>	Smith, Brandon	WOOSTER HIGH SCHOOL
<input type="checkbox"/>	Smith, Carl	WOOSTER HIGH SCHOOL
<input type="checkbox"/>	Smith, Deanna	WOOSTER HIGH SCHOOL
5 <input checked="" type="checkbox"/>	Smith, Erika	WOOSTER HIGH SCHOOL
<input type="checkbox"/>	Smith, Frank	WOOSTER HIGH SCHOOL

Select All De-Select All

6 Update

A+ Granting Access

6. In the **Role** drop-down list, select whether you want the teacher to be an **Additional** teacher or a **Substitute** teacher. An **Additional** teacher can perform the same functions as you, whereas a **Substitute** teacher cannot create recurring assignments, set up grade book access, or update class rosters.
7. In the **From** and **To** fields, enter or select dates to signify the timeframe the teacher has access.
8. Click **Update**.

ProgressBook GradeBook Access

GradeBook | Help | Sign Out

GradeBook

Dashboard Class: Remedial English

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

Name	Role	From	To	Del?
Smith, Erika	Additional	01/16/2018	01/16/2019	<input type="checkbox"/>
Van Valkenburgh, Laura	Additional	1/9/2018	1/9/2019	<input type="checkbox"/>

[Add Teachers to my GradeBook](#)

Copy the GradeBook access to the following classes:

Freshman English Remedial English Creative Writing

Copy

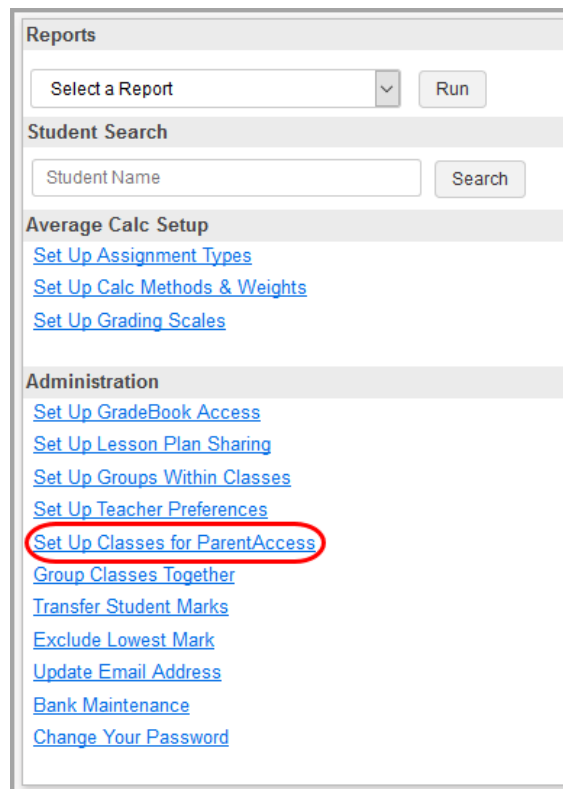
If you want to stop letting another teacher have access to your grade book, in the DEL? column of the appropriate teacher, select the check box, and then click UPDATE.

A+ *Granting Access*

To ParentAccess

You can set up your classes so that some of the information in your grade book can be viewed by your students and their parents or guardians.

1. On the **Teacher Home Page**, in the **Administration** area, click **Set Up Classes for ParentAccess**.



The screenshot shows a software interface with the following sections:

- Reports**: A dropdown menu labeled "Select a Report" and a "Run" button.
- Student Search**: A text input field labeled "Student Name" and a "Search" button.
- Average Calc Setup**: Three blue hyperlinks: "Set Up Assignment Types", "Set Up Calc Methods & Weights", and "Set Up Grading Scales".
- Administration**: A list of blue hyperlinks: "Set Up GradeBook Access", "Set Up Lesson Plan Sharing", "Set Up Groups Within Classes", "Set Up Teacher Preferences", "Set Up Classes for ParentAccess" (circled in red), "Group Classes Together", "Transfer Student Marks", "Exclude Lowest Mark", "Update Email Address", "Bank Maintenance", and "Change Your Password".




The **ParentAccess Preferences** screen displays.

A+ Granting Access

- For the class you want to set up for ParentAccess, you have the following options:
 - To upload a **Class Logo**, click **Upload Image**. This image should be no larger than 2 in. x 2 in. It displays on the **Class Information** screen in ParentAccess.
 - Select the **Don't show student averages** check box to hide the students' averages on ParentAccess.
 - Select the **Don't show letter grades** check box to hide the students' letter grades on ParentAccess.
 - Select the **Don't show assignment comments** check box to hide assignment comments on ParentAccess.

*For more information on setting up a class home page on the **CLASS INFORMATION** screen, see [Appendix B](#).*

The screenshot shows the 'ParentAccess Preferences' interface. At the top, there is a 'ProgressBook' logo and a 'GradeBook' dropdown menu. The main content is a table with three columns: 'Class', 'Class Logo', and 'Options'. The 'Creative Writing' row has a class logo of a dog and three checked options: 'Don't show student averages', 'Don't show letter grades', and 'Don't show assignment comments'. The 'Freshman English' and 'Remedial English' rows have 'No Image Chosen' for their logos and all three options are unchecked. The 'Upload Image' link in the Creative Writing row is circled in red.

Class	Class Logo	Options
Creative Writing	 Upload Image Remove Image	<input checked="" type="checkbox"/> Don't show student averages <input checked="" type="checkbox"/> Don't show letter grades <input checked="" type="checkbox"/> Don't show assignment comments
Freshman English	 Upload Image Remove Image	<input type="checkbox"/> Don't show student averages <input type="checkbox"/> Don't show letter grades <input type="checkbox"/> Don't show assignment comments
Remedial English	 Upload Image Remove Image	<input type="checkbox"/> Don't show student averages <input type="checkbox"/> Don't show letter grades <input type="checkbox"/> Don't show assignment comments

- Click **Save**.



Appendix A:

Calculation Method Descriptions

For Custom Setup 2 classes, you can select from among several different calculation methods. These are described in this appendix.

Method	Description
None	The mark is not calculated by the grade book, so teachers must enter the mark manually.
Average	Averages are calculated using points or percentages for assignments in the current reporting period. For letter grades, averages are determined based on the point value associated with a letter grade (A = 4, B = 3, etc.).
Power Law	Assignment marks given earlier in the reporting period are given less weight than assignment marks later in the reporting period. This method can be used with numeric and alphabetical mark types, but the assessment must meet the following conditions: <ul style="list-style-type: none">• Three or more 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• It does not include missing assignments

A+ Appendix A

Method	Description
Highest Achieved	The mark is determined by the highest grade the student received for that assessment in the current reporting period. Missing assignments are not included in this calculation.
Last Achieved	The mark is determined by the last grade achieved on an assignment in the current reporting period. Missing assignments are not included in this calculation.
YTD Average	The mark is determined by the average of the student's marks up until that point including all previous reporting periods.
YTD Power Law	Assignment marks given earlier in the year (including previous reporting periods) are given less weight than assignment marks later in the current reporting period.
YTD Highest Achieved	The mark is determined by the student's highest mark for the entire year (including previous reporting periods).
YTD Last Achieved	The mark is determined by the last grade achieved on an assignment for the entire year (including previous reporting periods). Missing assignments are not included in this calculation.



Appendix B:

Class Information Page

If you'd like your students or their parents/guardians to have a little more information about your class, you can add content to a home page accessed from ParentAccess.

1. On the **Teacher Home Page**, in the **Class Administration** area, click **Post Class Information**.

The screenshot shows a sidebar menu with the following sections and links:

- Class Administration**
 - [Seating Chart](#)
 - [Daily Attendance \(HR\)](#)
 - [Lunch Counts](#)
 - [Period Attendance](#)
 - [Post Homework](#)
 - [Post Class Information](#) (circled in red)
- Lesson Plans**
 - [Enter Lesson Plans](#)
 - [Search Lesson Plans](#)
 - [5 Day Planner](#)
 - [Import Lesson Plan Schedules](#)
- Online Learning**
 - [Dashboard](#)
- Assignments & Marks**
 - [Assignment Details / Assignment Marks](#)
 - [Add a Recurring Assignment / Assignment Maintenance](#)
 - [GradeBook Grid / 5 Day View](#)
 - [Standards Based Grid / Progress By Student](#)
 - [Enter Report Cards / Enter Interims](#)
- Students**
 - [Student Information](#)

A+ Appendix B

7. (Optional) You can add links to resources for your students:
 - a. Once you have saved the **Main** tab, click the **Links** tab.
 - b. In the **Seq No.** field, enter a number indicating the order in which you want the link to display if you plan to post multiple links.
 - c. In the **Name** column, enter a name for the website.
 - d. In the **URL** column, enter the entire web address, including **http://**.
 - e. (Optional) In the **Description** column, enter a description for the website.
 - f. (Optional) Click **Check Spelling** to run the spell check feature.
 - g. Click **Save**, and then repeat the process for other links.

ProgressBook - Class Information Page Maintenance GradeBook | Help | Sign Out

GradeBook

Page Name: Creative Writing

Links Attachments

Instructions:
Enter a Sequence Number, a Name, and the URL, then click the Save button. *Required

b Seq No. *	c Name *	d URL * ex. http://www.ProgressBook.com	e Description (Optional)	Delete
1	Glossary of Fiction Terms	https://higher.ed.mheducation.com/sites/0072405228/student_view0/fiction_glossary.html		<input type="checkbox"/>
2	Creative Writing Prompts	http://www.writersdigest.com/prompts		<input type="checkbox"/>
3	Mad Libs	http://www.madlibs.com/	Just for fun!	<input type="checkbox"/>

f Check Spelling **g** Save

A+ Appendix B

8. (Optional) You can add attachments to the page for your students:
- Click the **Attachments** tab.
 - In the **Seq No.** field, enter a number indicating the order in which you want the attachment to display if you plan to post multiple attachments.
 - In the **Name** column, enter the name of the attachment.
 - In the **Description** column, enter a description of the attachment.
 - Click **Save**.
 - In the **File** column, click **Upload Attachment**.
 - On the **File Upload Utility** window, click **Browse**, and then select the file you want to attach.

ProgressBook | Class Information Page Maintenance | GradeBook | Help | Sign Out

GradeBook

Dashboard | Page Name: Creative Writing

Main | **a** Attachments

Instructions:
Step 1: Enter a Sequence Number and a Name, then click the Save button. **=Required*
Step 2: Click the "Upload the attachment" button to upload your file.

b Seq No. *	c Name *	d Description (Optional)	File	Delete
<input type="text" value="1"/>	Harlem (A Dream Deferred)	Week 3 Poem (January 22)	f Upload Attachment View Attachment	<input type="checkbox"/>
<input type="text" value="2"/>	The Road Not Taken	Week 2 Poem (January 15)	Upload Attachment View Attachment	<input type="checkbox"/>
<input type="text" value="3"/>	The Raven	Week 1 Poem (January 8)	Upload Attachment View Attachment	<input type="checkbox"/>
<input type="text"/>				

Check Spelling **e** Save

The FILE column does not display until you click SAVE.