

ProgressBook GradeBook Teacher Quick Reference

Student List

Class Dashboard

custody notice

medical notice

enter daily comment

view daily comment

view missing assignments

disability notice

birthday

open SpecialServices

withdrawn

Miss

Att

Update Roster

Hide Attendance

Assignment List

Class Dashboard

grades posted to ParentAccess

VC discussion

VC quiz

VC common assessment

1+ missing assignments

grading incomplete

grading complete

excluded for all students

Discussion #1

Verb Review #1

ings Works

1 Quiz

Nouns Worksheet #

Verbs Workshe

Add an Assignment

Import Assignments

GradeBook Grid Key

Missing	ParentAccess alert regarding student progress was sent
Past due	
Late	
excluded	ParentAccess alert regarding student progress was viewed
Excluded as Lowest	VC Activity
Excluded & Post	VC Discussion
Excluded as Lowest & Post	VC Common Assessment
Comment	

Lesson Plan Key

- print
- edit
- schedule
- delete lesson
- remove lesson from class
- remove standard from lesson

Seating Chart Key

create new	add students
edit chart	add desks
display chart	add labels
auto arrange	take daily attendance
manually arrange	take period attendance
edit/delete items on chart	print chart

Quick Tips

Do not use your browser's BACK button.

Information will not save.

Log out when you are not using GradeBook.

The app times out after a period of inactivity. SAVE or REFRESH the page to reset the timer.

Student averages displaying as question marks?

On the **Grading Scale Setup** screen, designate the correct grading scale and check assignment mark types; make sure the grading scale is set up properly.

Class or student not displaying?

View the **Class Setup** screen and **Class Roster** screen to verify the class and student are not hidden.

Want to set up defaults for creating assignments?

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

Posting to the Web

Post to the homework web page?

Assignment Description and Due Date display on the **Planner** screen until after the due date.

Post marks to the web?

Assignment Description, Marks, Points Possible, and Comments display on **Grade Details** screen.

Post Homework

Allows attachments, links, and longer description; displays on the **Planner** screen until after the due date.

Class Home Page

Post messages for parents and students to view; allows attachments and links.

Daily Comments

When posted, they display on the ParentAccess **Dashboard** and the **Grade Details** screen.

Progress Report Options

- ✦ **Daily or Period Attendance**
- ✦ **Assign %**
Average percent for each assignment
- ✦ **Class Average**
- ✦ **Daily Comments**
Unique to each student
- ✦ **Duplex Printing**
Each report begins on an odd page for double-sided printing
- ✦ **Hide Assignments**
Displays averages for each assignment type but hides other assignment details
- ✦ **Hide Exempt**
Hides excluded assignments
- ✦ **Parent Signature Line**
- ✦ **Points Missing**
- ✦ **Student ID**
- ✦ **Posted to ParentAccess**
- ✦ **Hide Averages**
Hides letter grades and percentages
- ✦ **Teacher Comment**
Same comment for each student

Additional Help

- ✦ **Hover your cursor to view tooltips over some items, such as student names in the list on the CLASS DASHBOARD.**

Bentley, Zoey	
Current Mark:	92.45%
YTD Average:	95.36%
Date of Birth:	10/10/1999
District ID:	185042
System ID:	36338
Grade Level:	11
Group:	
<small>Click on ? to expand for more options</small>	

- ✦ **Click  on any screen to display the help system.**

