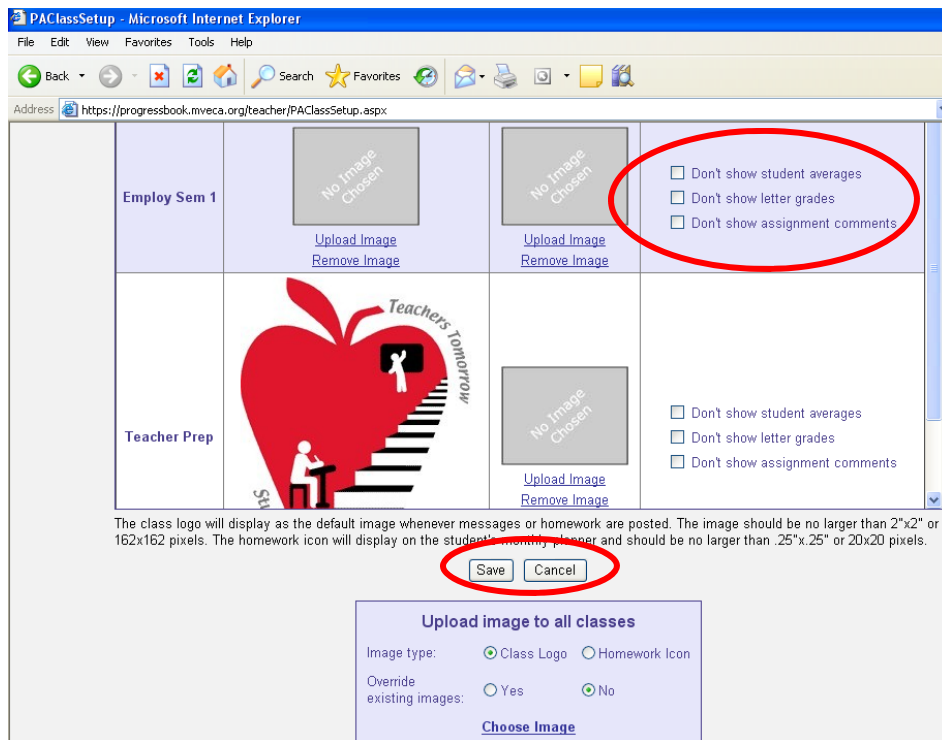


Setting up Parent Access in Progress Book

Under the Administration section on the main Progress Book page, select Setup Classes for Parent Access.



Next, you are given the option of including an image for your class/program. If you have an image you would like to use, you will upload it here. Most people will not have an image to upload. You are also given the option of hiding student averages, letter grades or assignment comments by checking the appropriate boxes. After you make your selections for each class, make sure to select Save.



To upload an image for all of your classes at once, perform the following steps:

Select the image type in the Upload image to all classes area at the bottom of the screen.

Select Yes or No to override existing images.

Click the Choose Image link.

Upload the image.

The image displays in the appropriate column for all the classes.

Once you have saved your settings, you are now ready to post assignments to the web. Click Grade Book at the top of your window, and select the class you wish to work with.

If you have already created assignments, select one from the list.

The screenshot shows the ProgressBook software interface. At the top, there is a navigation bar with links: Home | Grade Book | Special Services | Principal | Guidance | Clerical | Food | Attendance | PA Admin | Help. The main header includes the ProgressBook logo and the text 'Welcome KELLY MADER'. Below this, there is a dropdown menu for 'Class: Teacher Prep' and 'Grading Period'. The interface is divided into several sections: 'Student' (a list of names and attendance/absence counts), 'Classroom Administration' (links for Seating Chart, Lunch Counts, Daily Attendance, etc.), 'Lesson Plans' (links for Add a New Lesson, Search for Lessons, etc.), 'Assignments & Marks' (links for Grade Book Grid, 5 Day View, etc.), 'Average Calc Setup' (links for Assignment Types, Grading Scales, etc.), 'Gradebook Administration' (links for Setup Grade Book Access, etc.), and 'Reports' (a dropdown menu for 'Class Progress Report' and a 'Run' button). A red circle highlights the 'Assignments' and 'Float Assign.' tabs on the right side of the window.

Place a checkmark in the Post the marks to the web box located on the left side of the window and click Save.

The screenshot shows the ProgressBook software interface for 'Assignment Marks'. At the top, there is a navigation bar with links: Dashboard / 5 Day / Grid. The main header includes the ProgressBook logo and the text 'Assignment Marks'. Below this, there is a dropdown menu for 'Class: Teacher Prep', 'Period: Q1', and 'Assignment: 10/19 PRIDE Points'. The interface is divided into several sections: 'Main' (links for Add an Assignment, Import an Assignment, etc.), 'Standards', and 'Marks'. The 'Marks' section contains a table with columns: Student, Mark, Missing, Exclude?, and Comments. The table lists students and their marks for the assignment. A red circle highlights the 'Post the marks to the web?' checkbox on the left side of the window, and another red circle highlights the 'Save' button at the bottom. Below the table, there is a note: '* The option to exclude an assignment but post it to the web, is only supported in the New Parent Access System.' At the bottom, there is a section for 'Set all to the following default mark:' with a dropdown menu and a 'Go' button, and a section for 'Override existing marks?' with radio buttons for 'Yes' and 'No'.

You will need to complete this step for every assignment that you want posted to the web. By selecting the arrow at the top of the screen next to Assignment, Class or Period, you can easily navigate from class to class and assignment to assignment.

ProgressBook by Software Answers, Inc.

Home | Grade Book | Special Services | Principal | Guidance | Clerical | Food | Attendance | PA Admin | Help | Logout

Dashboard / 5 Day / Grid

Class: Teacher Prep Period: Q1 Assignment: 10/19 PRIDE Points

Assignment Marks

Main Standards Marks

PRIDE Points Grades

Date Assigned: 8/20/2007

Date Due: 10/19/2007

Points: 100

Weight: 1

Post the marks to the web?:

Exclude from student averages?:

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

Student	Mark	Missing	Exclude?
BEERS, STEPHANIE	107	<input type="checkbox"/>	<input type="checkbox"/>
BOETTCHER, SARA	108	<input type="checkbox"/>	<input type="checkbox"/>
BUSCH, BRYANNA	98	<input type="checkbox"/>	<input type="checkbox"/>
CHILDERS, KRISTINA MARIE	104	<input type="checkbox"/>	<input type="checkbox"/>
DANIELS, TARYKA R	102	<input type="checkbox"/>	<input type="checkbox"/>
DARNELL, LACEY	100	<input type="checkbox"/>	<input type="checkbox"/>
FULTON, DANIELLE	108	<input type="checkbox"/>	<input type="checkbox"/>
GLINSKI, SHAINA MARIE	98	<input type="checkbox"/>	<input type="checkbox"/>
HOLTZ, CHAUNCIE MARIE	107	<input type="checkbox"/>	<input type="checkbox"/>
LEONARD, APRIL	102	<input type="checkbox"/>	<input type="checkbox"/>
LUCJAK, ELLEN N	108	<input type="checkbox"/>	<input type="checkbox"/>

Save

* The option to exclude an assignment but post it to the web, is only supported for assignments with a weight of 1.

Set all to the following default mark: Go Exclude All

When creating new assignments, ensure that you have selected Post the marks to the web for any assignment you want to show for parents and students. You may also select Post to the homework web page for any assignment you want to show up as homework. Once you have made your selections, be sure to click Save.

ProgressBook by Software Answers, Inc.

Home | Grade Book | Special Services | Principal | Guidance | Clerical | Food | Attendance | PA Admin | Help | Logout

Dashboard / 5 Day / Grid

Class: Teacher Prep Period: Q1 Assignment: Add an Assignment

Assignment Details

Main

[Add an Assignment](#)
[Import an Assignment](#)

Description:

Assignment Type: Sequence:

Date Assigned: 9/26/2007 Date Due: 9/26/2007

Points: Weight: 1

Assign to Student Group: All Students

Setup as a floating assignment?:

Post to the homework web page?:

Exclude from student averages?:

Post the marks to the web?:

Add this assignment to the assignment bank?:

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

Employ Sem 1

Once you have posted your assignments to the web, they will show up under the Assignments window with small orange W's next to the assignment name.

ProgressBook by Software Answers, Inc.

Home | Grade Book | Special Services | Principal | Guidance | Clerical | Food | Attendance | PA Admin | Help | Logout

Welcome KELLY MADERI Class: Teacher Prep Grading Period: Q1

Student	Miss	Att
BEERS, STEPHANIE	2	
BOETICHER, SARA	2	
BUSCH, BRYANNA		
CHILDERS, KRISTINA MARIE	4	
DANIELS, TARYKA R.		
DARNELL, LACEY		
FULTON, DANIELLE	3	
GLINSKI, SHAINA MARIE	4	
HOLTZ, CHAUNCIE MARIE		
LEONARD, APRIL	2	
LUCJAK, ELLEN N.	2	
MELTON, BRANDIE		
OSWALT, MOLLY		
REED, ASHLEY NICOLE		
REGISTER, MELANIE AMBER	1	
ROSS, CHRISTINE E		
SIEFERT, CAITLIN ELIZAB		
SIMPSON, ASHLEY LORIN		
SMITH, CHRISTINA	1	
SYKES, BRIANNA L.		
THURMAN, KIRSTYN RACHEA	1	
TURNER, ALEX		
VILLARS, JODI		

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

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

Class Progress Report

Run

Assignments	Float Assign.	Lessons
10/19 Gr PRIDE Points		w
10/16 Gr B5 Draft		w
10/15 Gr Instructional Material #1		w
10/15 Gr Internship #1 W5 Observation		w
10/11 Gr Q1 Project - Case Study		w
10/9 Gr B4 Draft		w
10/9 Gr B4 Listen Up! 33-36		w
10/8 Gr Internship #1 W4 Observation		w
10/5 Gr Gems of Wisdom #1		w
10/5 Gr School Profile #1		w
10/2 Gr B3 Draft		w
10/2 Gr B3 Listen Up! 15-18		w
10/1 Gr Internship #1 W3		w
9/30 Gr Technology Ch. 1 - Assistive		w
9/30 Gr Technology Ch. 1 - Education		w
9/30 Gr Technology Ch. 1 - Software		w
9/30 Gr Technology Ch. 1 - Teaching		w
9/25 Gr B2 Draft		x w
9/25 Gr B2 Listen Up! 29-32		✓ w
9/24 Gr Internship #1 W2 Observation		x w
9/18 Gr B1 Draft		? w
9/18 Gr B1 Listen Up! 21-23		✓ w
9/17 Gr Internship #1 W1 Observation		? w

Add an Assignment Import Assignments