



ProgressBook Manual

Clerk Role – No Attendance

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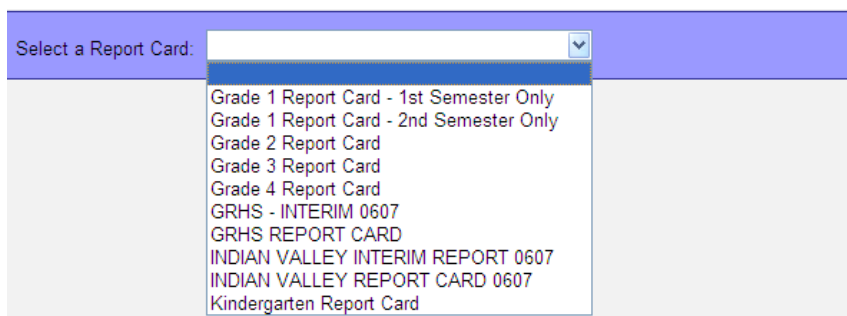
Clerk Home Page

Report Cards

Run Report Cards

In ProgressBook, you have the ability to run report cards and interims by building, grade level, homeroom or student.

1. Click the Run Report Cards link located under the Report Cards column.
2. Select the desired report card from the drop-down list.



3. Leave the reporting period blank, since it will automatically display any marks that have been entered.
4. Select the school.
5. Select the grade level attached to the report card.
6. If running the report cards for a specific homeroom, select the homeroom.
7. If running a single report card for a student, you may enter the student's ProgressBook ID. If you don't know this ID, you may search for the student by clicking the Search link next to the Student ID field.
8. Enter a description for the report card, so you will be able to easily find the report card you have just created.
9. Click Submit.

Select a Report Card:

Select a reporting period to use for current period comments & marks

Select a Reporting Period: (Optional)

Enter student selection criteria

Select a School: (Required)

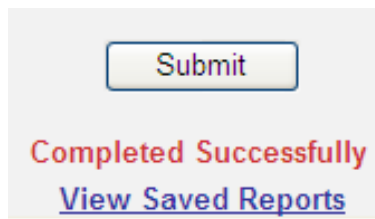
Select a Grade Level: (Optional)

Select a Homeroom: (Optional)

Enter the Progress Book Student ID (Optional): [Search](#)

Enter a description for your saved reports list (Optional):

- Once the report card has been created, you will be given notification the report card was created successfully.



- Click the View Saved Reports link to view the report cards.

View Saved Report Cards

After running report cards, you have the ability to view or print them at any time.

- Click the View Saved Report Cards link under the Report Cards column.
- Click the blue hyperlink of the report card you would like to view.

ProgressBook
by Software Answers, Inc.

the ProgressBook Administrator

Saved Rej

Name	Description	Run Date	Status	Del?
Grade 2 Report Card		4/2/2009 4:37:46 PM	Complete	<input type="checkbox"/>
Grade 1 Report Card - 2nd Semester Only		4/2/2009 4:33:00 PM	Complete	<input type="checkbox"/>
Grade 3 Report Card		4/2/2009 4:32:29 PM	Complete	<input type="checkbox"/>
Grade 2 Report Card		4/2/2009 4:30:47 PM	Complete	<input type="checkbox"/>
Grade 2 Report Card		4/2/2009 4:28:51 PM	Complete	<input type="checkbox"/>

- Verify report cards contain valid information. (Any changes made on this screen will not reflect in ProgressBook.)

Report Card Verification Report

The Report Card Verification Report is used to verify that all teachers have submitted report card/interim grades.

1. Click the Report Card Verification Report link located under the Report Cards column.

Report Cards

[Run Report Cards](#)

[View Saved Report Cards](#)

[Report Card Verification Report](#)

2. Select the report card from the drop-down list.
3. Select the school.
4. Select a teacher from the list; you may also leave this blank to search all teachers.
5. Select the current reporting period.
6. Select the report style.
 - a. Summary report lists teacher, course, section and the number of missing students.
 - b. Detail report gives the same information, but lists the names of the students that have missing marks.
7. Select either yes or no to include hidden classes.

Note: It is a good idea to include hidden classes, since teachers may inadvertently forget to unhide a class when submitting grades.

8. Click Submit.

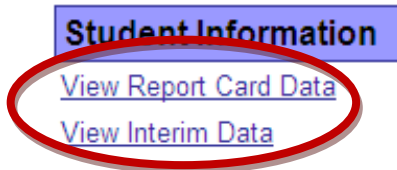
The screenshot shows a web form for generating a Report Card Verification Report. At the top, there is a dropdown menu labeled 'Select a Report Card:' with the selected value '1st Grade INTERIM REPORT Traditional 08/09'. Below this is a section titled 'Enter selection criteria' with a light blue background. It contains several fields: 'Select a School:' with a dropdown menu showing 'Arrowood Elementary' and '(Required)'; 'Select a Teacher:' with an empty dropdown menu and '(Optional)'; 'Select a Reporting Period:' with a dropdown menu showing 'Q1' and '(Required)'; 'Select the Report Style:' with two radio buttons, 'Summary' (which is selected) and 'Detail'; and 'Include hidden classes?:' with two radio buttons, 'Yes' (which is selected) and 'No'. At the bottom of the form is a 'Submit' button.

Student Information

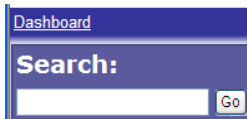
Occasionally it may be necessary to view a student's marks before running report cards. This can be done by any staff member that holds the Clerk role.

View Report Card/Interim Data

1. Click the View Interim Data or View Report Card Data link under Student Information.



2. In the Search box, type the last name of the student you would like to view. If you would like to search through all students, leave this box blank.
3. Click Go.

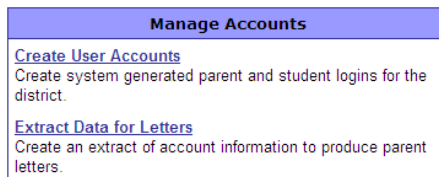


4. Click the student's name from the available list.

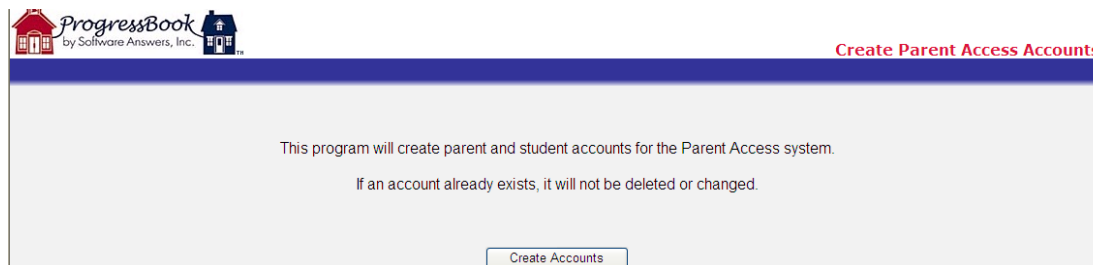
Parent Access Tools

Mass Create User Accounts

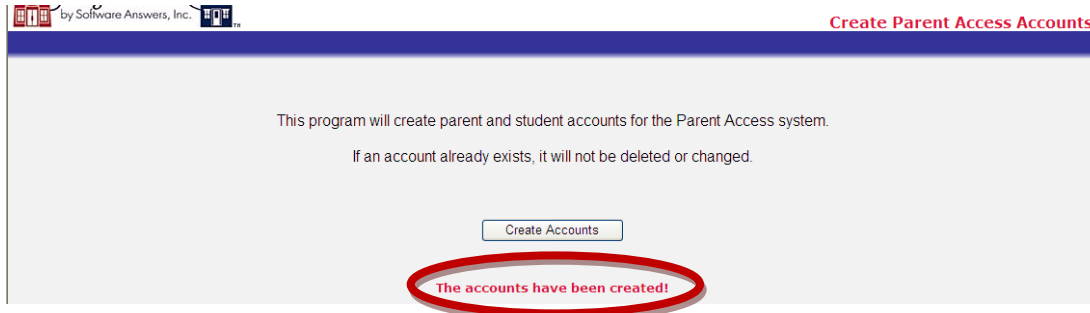
1. Click the Create User Accounts link under Manage Accounts.



2. Click Create Accounts.



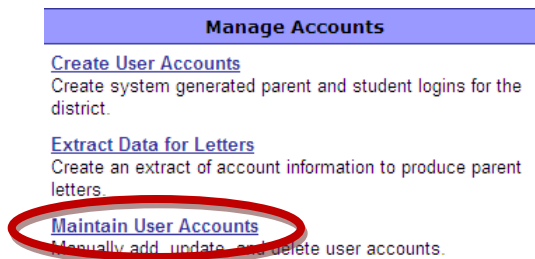
3. A message will display letting you know the accounts have been created.




Note: The Create User Accounts utility may be run multiple times throughout the school year to create Parent Access accounts. This utility WILL NOT overwrite any accounts that are currently in use.

Create/Maintain Individual Parent Access User Accounts

1. Click the Maintain User Accounts link under Manage Accounts.



2. Click the Add a User Account link.
3. Enter the User's last name.
4. Enter the User's first name.
5. Enter the User's email address (optional).
6. Select an Account Type for the user.
7. Select the Status.
8. Enter a login name.
9. Enter a password (must be at least five characters).
10. Click Update.

 **Add Users** [Close](#)

Last Name:

First Name:

Email Address:

Account Type:

Status:

Login Name:

Password:

Creation Date:

Last Login:

11. Once the account has been created, you will need to associate the account with a student. Click the Add a Student link.

Update Users [Close](#)

Last Name:

First Name:

Email Address:

Account Type:

Status:

Login Name:

Password:

Creation Date: 2/9/2009 11:37:26 AM

Last Login:

Students: [Remove](#)
[Add a Student](#)

12. Click the Select check box next to the appropriate student's name.
13. Click the Add the selected to students to the account button.
14. Click Update on the Update Users screen.

of: Last Name: Student ID:
 de: HR:

Select	Name	School	Grade	HR	ID
<input type="checkbox"/>	SMITH, ALISHA	GSAT	11		17096
<input type="checkbox"/>	SMITH, ALYSSA	GSAT	10		18431
<input type="checkbox"/>	SMITH, ATALLAH	GCCC	11	C109	26818
<input type="checkbox"/>	SMITH, BRITTANY	GSAT	12		80255
<input type="checkbox"/>	SMITH, BROOKE	GSAT	08		12104
<input type="checkbox"/>	SMITH, CALEB	GSAT	08		126027
<input type="checkbox"/>	SMITH, CHRISTINA	GCCC	12		26991
<input type="checkbox"/>	SMITH, CHRISTOPHER	GCCC	12		000012395
<input type="checkbox"/>	SMITH, CODY	GCCC	12	C306	95089
<input type="checkbox"/>	SMITH, FRANKIE	GSAT	09		15913
<input type="checkbox"/>	SMITH, JAMES	GSAT	07		137106
<input type="checkbox"/>	SMITH, JOHN	GSAT	10		25241492
<input type="checkbox"/>	SMITH, JORDAN	GSAT	12		619866
<input type="checkbox"/>	Smith, Jordan	GCCC	10	334	1763

Extract Parent Access Data

1. Click the Extract Data for Letters link under Manage Accounts.

Manage Accounts

[Create User Accounts](#)
Create system generated parent and student logins for the district.

[Extract Data for Letters](#)
Create an extract of account information to produce parent letters.

2. Click a radio button under Select Extract Method to choose how the data will be sorted.
3. Under Parent/Student Accounts, select which type of accounts will be extracted. You may run both Parent and Student accounts together, but it is recommended they be done separately.
4. Select the Included Inactive Students check box, if you would like to see the inactive accounts.
5. Select the School you are running.
6. If you would like to see accounts created during a specific time period, enter the Account Creation Start and End dates.
7. Select a radio button to choose the Users to Include.
8. Click Submit.

Select Extract Method

By District
 By School
 By Teacher

Account Creation Date(s)

Enter a Range:

Start Date:

End Date:

Parent / Student Accounts

Parent Accounts
 Student Accounts

Student Status

Include Inactive Students

Users to Include

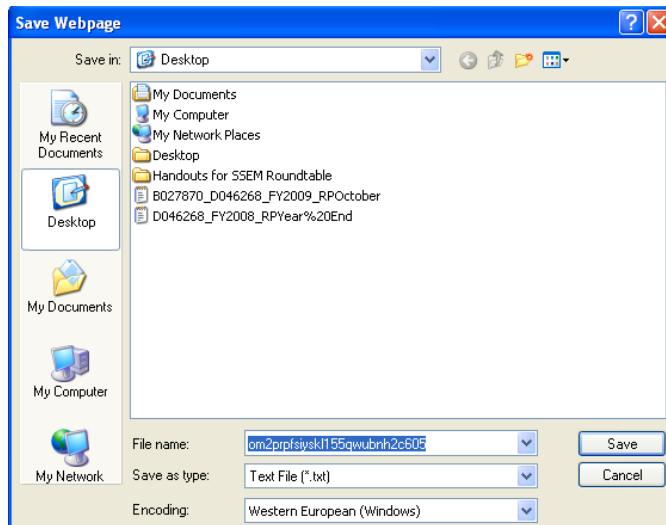
Only Active Accounts
 Only Unused Accounts
 All Accounts

Select Schools

GREENE COUNTY CAREER CENTER
 GREENE SATELLITE

Submit

9. When presented with the text file, click File – Save As.
10. Click the Desktop icon on the left.
11. Change the File name to something recognizable.
12. Click Save.



Note: This file may now be used in conjunction with a mail merge letter that can be sent home to parents and students.

Notes Page
