

ProgressBook Required Setup Information for 2009 – 2010

Fill in all necessary required setup information for your district's 2009 – 2010 school year. Please return complete information no later than July 3, 2009. We will contact you if we feel there is any additional information required during your setup.

Note: Skip over any sections where information has not changed from the 2008 – 2009 school year.

District _____ Superintendent _____

Name _____ Email _____

Phone _____ School _____

ProgressBook Features

Check the following features that your district will be using for the 2009 – 2010 school year.

- | | | |
|---|--|---|
| <input type="checkbox"/> Daily Attendance | <input type="checkbox"/> DASL Report Cards | <input type="checkbox"/> ProgressBook Elementary Report Cards |
| <input type="checkbox"/> DASL Interims | <input type="checkbox"/> Standards/Benchmarks/Indicators | <input type="checkbox"/> Period Attendance |
| <input type="checkbox"/> Parent Access | <input type="checkbox"/> SSEM (Special Services) | <input type="checkbox"/> Lunchroom Counts |
| <input type="checkbox"/> Teacher Roster Setup | | |

Daily Attendance

Your homeroom or daily absence types are entered into DASL and roll over into ProgressBook. If teachers will be taking homeroom attendance in ProgressBook, list the absence types that you wish for them to have the option of choosing (all others will be setup as Admin only for office personnel). If teachers will be taking their homeroom attendance in DASL, please indicate this below.

Absence Code	Description	Building(s)

Homeroom Attendance taken in DASL? _____

Period Attendance

Teachers may also keep period attendance within their ProgressBook gradebook. This period attendance does not link with DASL. If you wish for teachers to have the ability to take period attendance, list the available codes for them to have.

Absence Code	Description	Building(s)

Lunch Counts

If teachers are required to enter their lunch counts in ProgressBook, list the available lunch choices below (ex: full tray, PB sandwich, extra milk). Teachers may also enter lunch counts in DASL.

Note: There is a Cafeteria role in ProgressBook that can modify these choices as necessary.

Lunch Choices

Lunch Counts taken in DASL? _____

Mark Types

DASL Reporting

Mark types that are used for your DASL report cards and interims are entered into DASL and roll over into ProgressBook. Examples of how these are listed are, TL_Marks or TL_General_Comments. Please review and verify that everything is correct; any changes to these mark types must be made in DASL.

Mark	Description	Points*	ID	Del?
A	A	4		<input type="checkbox"/>
A+	A+	4		<input type="checkbox"/>
A-	A-	3.67		<input type="checkbox"/>
B	B	3		<input type="checkbox"/>
B+	B+	3.33		<input type="checkbox"/>
B-	B-	2.67		<input type="checkbox"/>
BLK	BLK	0		<input type="checkbox"/>
C	C	2		<input type="checkbox"/>
C+	C+	2.33		<input type="checkbox"/>
C-	C-	1.67		<input type="checkbox"/>
D	D	1		<input type="checkbox"/>
D+	D+	1.33		<input type="checkbox"/>
D-	D-	0.67		<input type="checkbox"/>

Save

Mark Types (continued)

ProgressBook Reporting

If grade level(s) within your district are running report cards through ProgressBook (elementary, standards based reports), you do not need to use the DASL mark types. These reports can be customized further by adding the mark types within ProgressBook (i.e. plus, check, minus or O, S, U mark types).

Mark	Description	Point Value
Mark	Description	Point Value

Note: The descriptions for each mark are available for the teachers to view when they are submitting grades.

Important!!

- If you wish to run elementary report cards through ProgressBook, we need a desired template (most schools send last year's report card samples) sent to ProgressBook at MVECA no later than July 3, 2009.
- If you ran elementary report cards through ProgressBook last year and need changes made, have these sent to ProgressBook support at MVECA no later than July 17, 2009.

Grading Scales

All grading scales used by your district must be entered directly into ProgressBook. You will want to contact appropriate personnel in charge of curriculum to determine what grading scales are approved by your district. We recommend using three decimal places on the starting and ending percentage ranges to ensure that all calculated percents are tied to a mark. We also recommend using a 110+ percent for your highest ending percent range to account for extra credit.

Example:

Mark	Point Value	Percent Range		Point Range		Del?
		Starting %	Ending %	Starting Point	Ending Point	
A+	4.18	98.5	130	4.18	4.18	<input type="checkbox"/>
A	4	94.5	98.49	3.83	4.17	<input type="checkbox"/>
A-	3.67	92.5	94.49	3.5	3.82	<input type="checkbox"/>
B+	3.33	90.5	92.49	3.17	3.49	<input type="checkbox"/>
B	3	86.5	90.49	2.83	3.16	<input type="checkbox"/>
B-	2.67	84.5	86.49	2.5	2.82	<input type="checkbox"/>
C+	2.33	82.5	84.49	2.17	2.49	<input type="checkbox"/>
C	2	78.5	82.49	1.83	2.16	<input type="checkbox"/>
C-	1.67	76.5	78.49	1.5	1.82	<input type="checkbox"/>

Grading Scales (continued)

Administrator Scale:

Name:

Description:

	Seq#	Mark	Point Value	Percent Range		Point Range	
				Starting %	Ending %	Starting Point	Ending Point
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Administrator Scale:

Name:

Description:

	Seq#	Mark	Point Value	Percent Range		Point Range	
				Starting %	Ending %	Starting Point	Ending Point
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Grading Scales (continued)

Administrator Scale:

Name:

Description:

	Seq#	Mark	Point Value	Percent Range		Point Range	
				Starting %	Ending %	Starting Point	Ending Point
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Administrator Scale:

Name:

Description:

	Seq#	Mark	Point Value	Percent Range		Point Range	
				Starting %	Ending %	Starting Point	Ending Point
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Reporting Periods

Enter your district's reporting period dates, along with the interim end dates and the teacher grade entry dates.

	Date Begins	Date Ends	Publish Date
First Quarter			
First Quarter Grade Entry			
First Quarter Interim	NA		
First Quarter Interim Grade Entry			
Second Quarter			
Second Quarter Grade Entry			
Second Quarter Interim	NA		
Second Quarter Interim Grade Entry			
Third Quarter			
Third Quarter Grade Entry			
Third Quarter Interim	NA		
Third Quarter Interim Grade Entry			
Fourth Quarter			
Fourth Quarter Grade Entry			
Fourth Quarter Interim	NA		
Fourth Quarter Interim Grade Entry			

