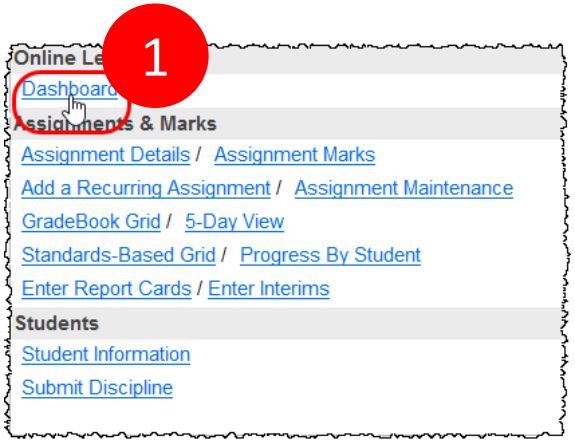
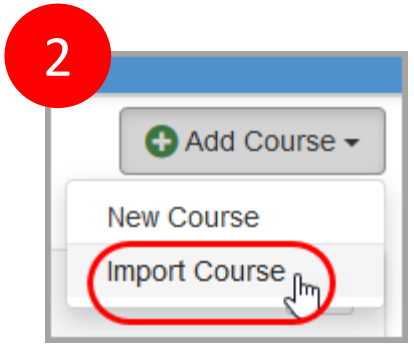
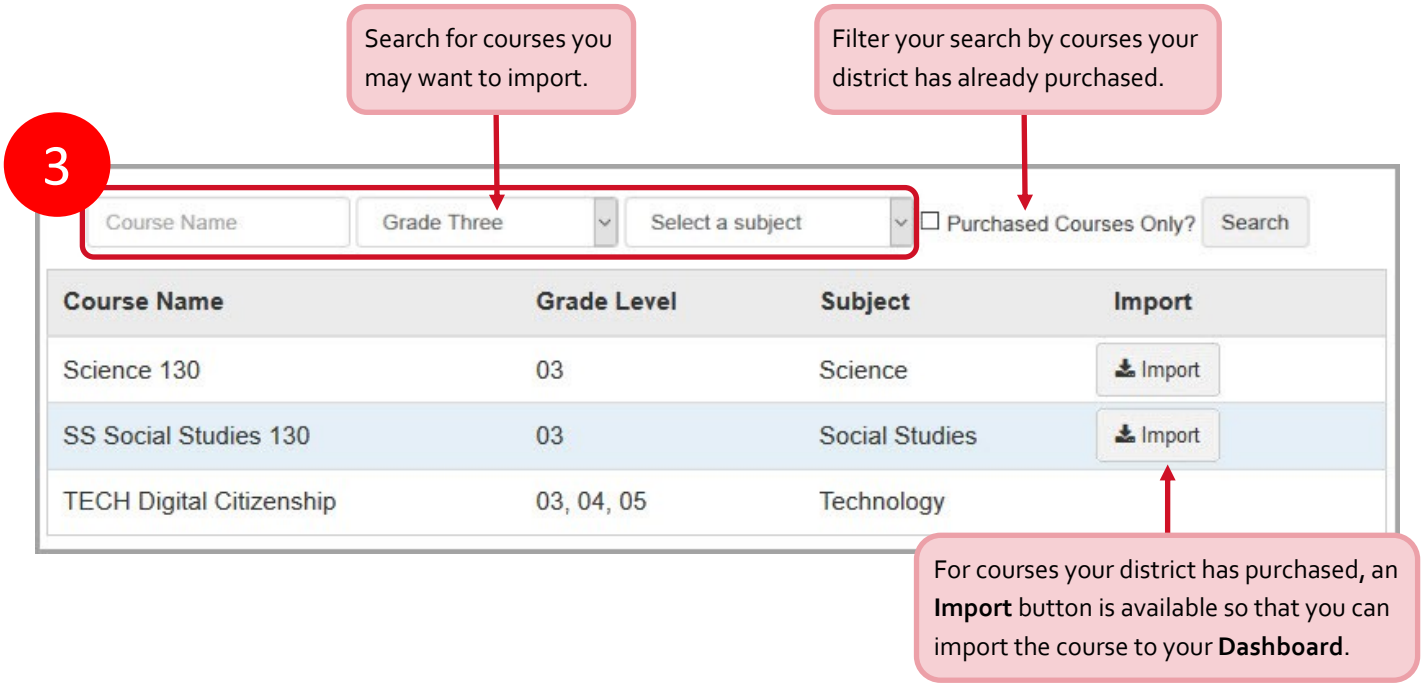
ProgressBook® VirtualClassroom

Importing Jefferson County ESC Content







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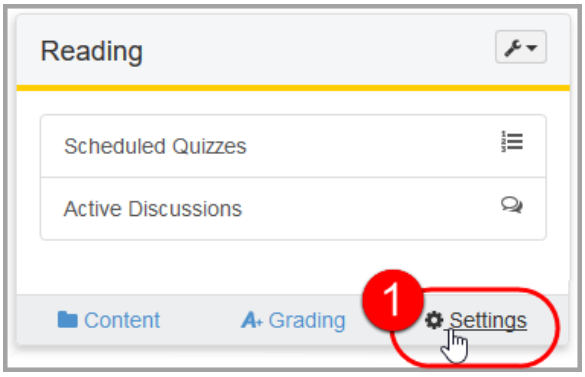
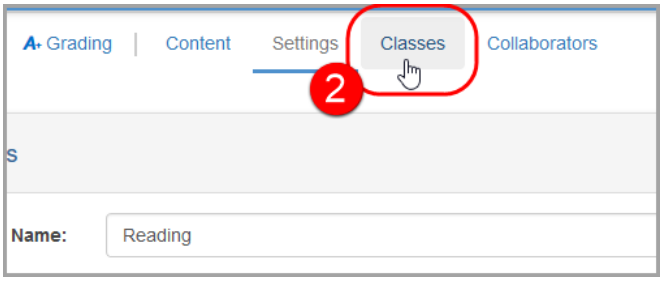
Tying Your Online Course to Your GradeBook Class

Before you can assign activities to your students, you need to tie your VirtualClassroom courses to at least one GradeBook class.

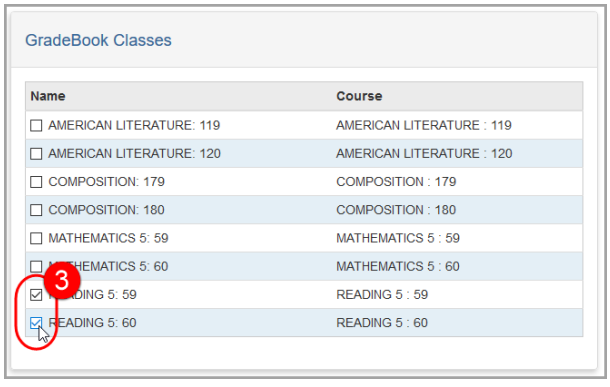
1. In the course you want to tie to a GradeBook class, click **Settings**.





2. Click **Classes**.

3. On the **Classes** screen, under **GradeBook Classes**, select the check box in the row of the GradeBook class you want to tie to your VirtualClassroom course.

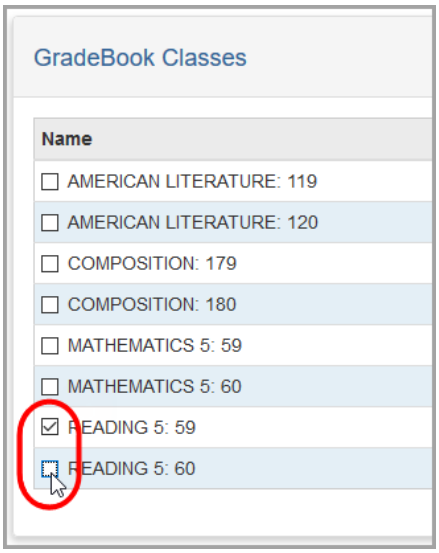


You can always tie more than one GradeBook class to your VirtualClassroom course.

Tying Your Online Course to Your GradeBook Class (continued)

When you select a check box on the **Classes** screen, that information saves automatically. Tying your VirtualClassroom course to at least one GradeBook class allows you to assign activities to your students and post resources. The activities you assign display right on your **Class Dashboard** just like any other assignment. Marks from these activities can automatically post to GradeBook from VirtualClassroom if you choose that option.

At any time, you can remove the connection between your online course and your GradeBook class by de-selecting the check box in the row of the GradeBook class you no longer want tied to your VirtualClassroom course.



You should now be able to

- ☐ select GradeBook classes to associate with your VirtualClassroom course
- ☐ de-select GradeBook classes that you no longer want associated with your VirtualClassroom course

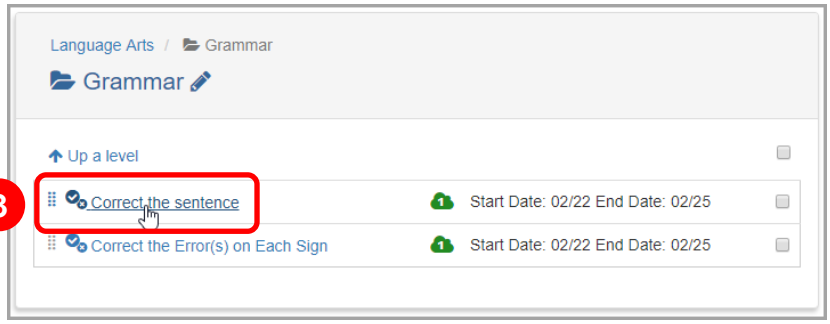
ProgressBook VirtualClassroom

Assigning Activities

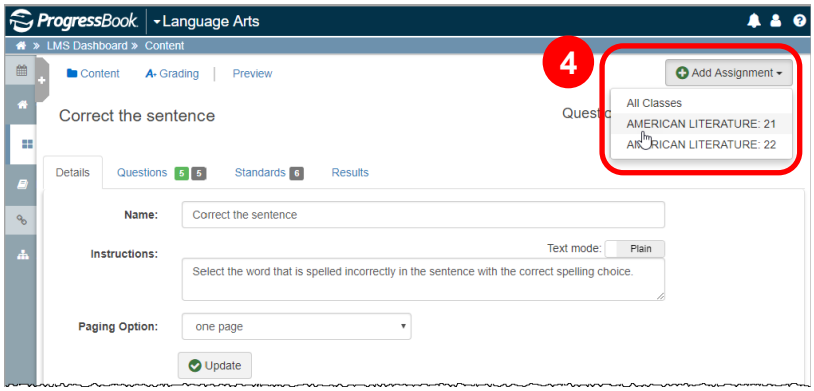
1. On the **Teacher Home Page**, below **Online Learning**, click **Dashboard**.

2. On the course containing the activity you want to assign, click **Content**.

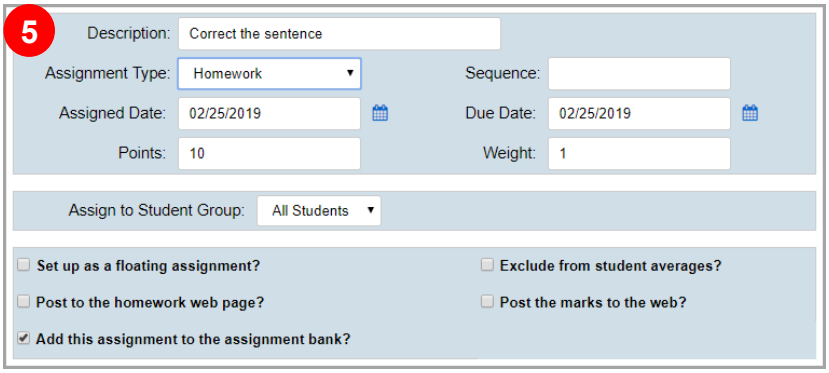
3. Click the name of the activity you want to assign.



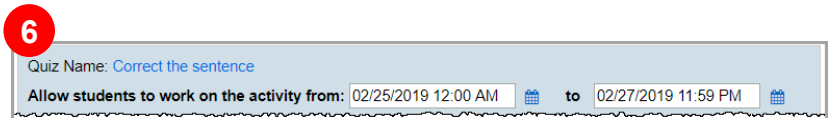
4. At the top right of the screen, click **Add Assignment**, and then click the name of the class to which you want to assign the activity. Or, click **All Classes** to assign the activity to all of the classes tied to the current virtual course.



5. On the **Assignment Details** screen, in the first three shaded sections of the screen, enter text, select drop-down items, and select check-box options as you normally would for a GradeBook assignment.



6. In the activity section, in the **Allow students to work on the activity from**: […] **to** […] date fields, enter the range in which you want to let



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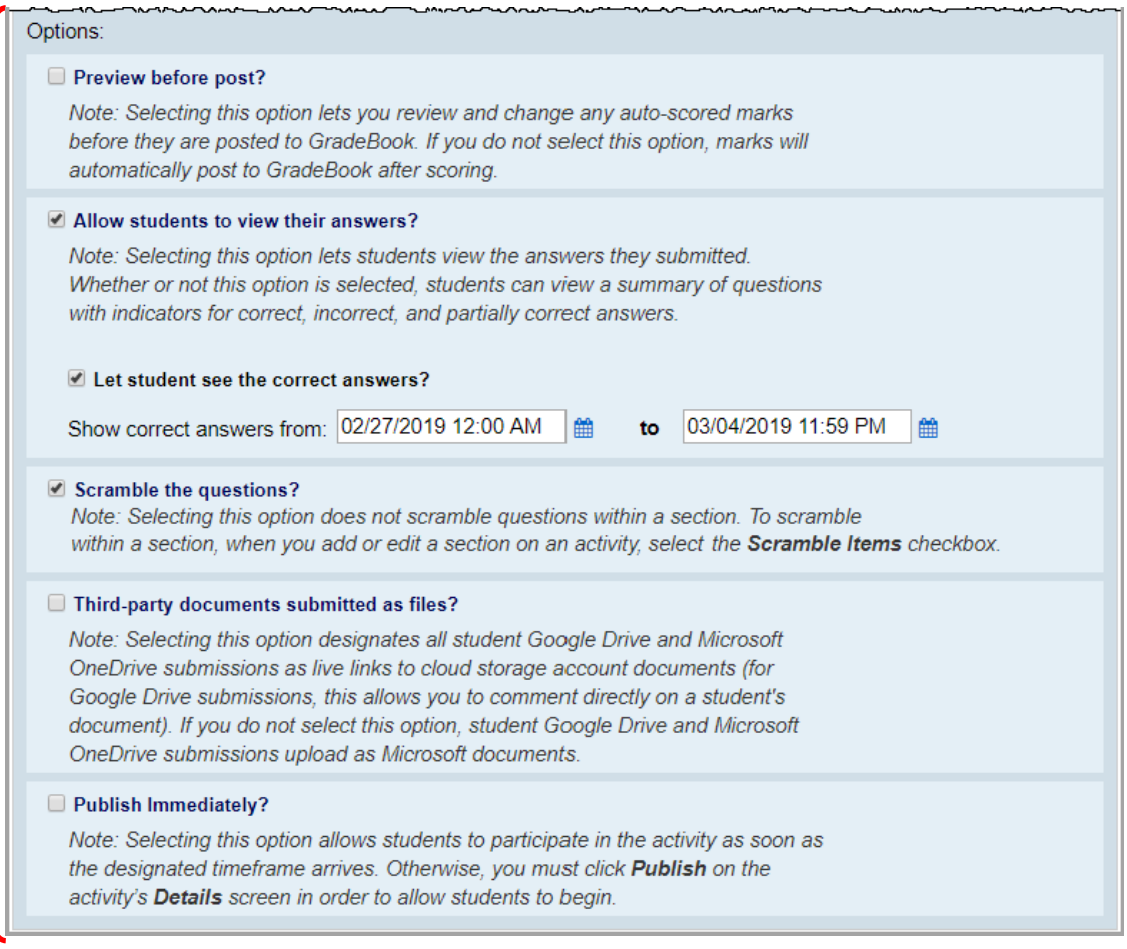
7 Below **Options**, select any of the following checkboxes:

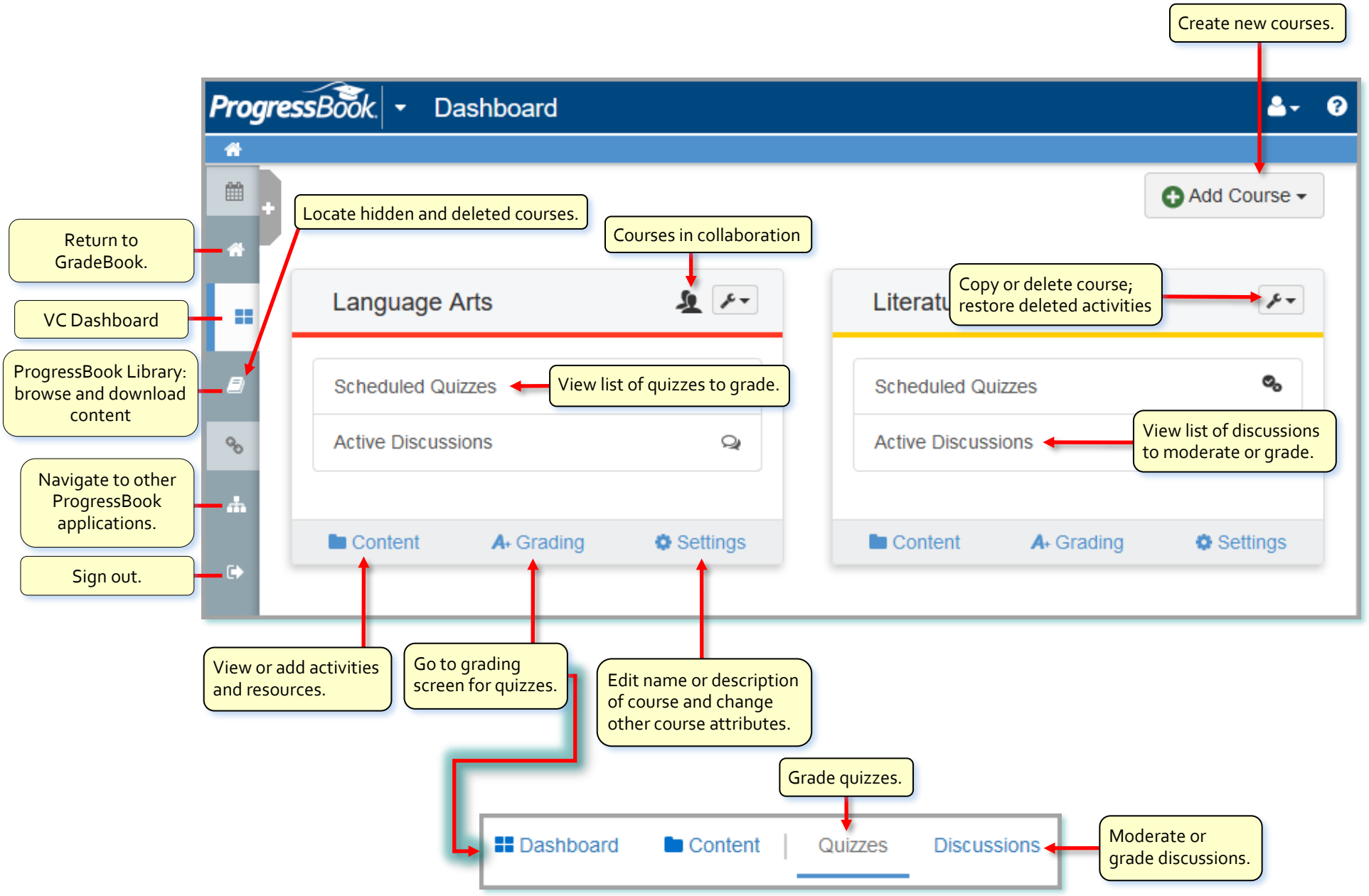
- **Preview before post?** – If you do not select this option, marks automatically post to GradeBook after autoscoring.
- **Allow students to view their answers?**
- **Let student see the correct answers?**
    - **Show correct answers from:** […] **to** [...]
- **Third-party documents submitted as files?**
- **Publish immediately?** – If you do not select this option, you must click **Publish** on the activity's **Details** screen before students can take the quiz.



8 Click **Save**.

If you did not select the PUBLISH IMMEDIATELY checkbox, return to the CONTENT screen DETAILS tab and click PUBLISH.

ProgressBook VirtualClassroom Quick Reference



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