frontline education

ProgressBook GradeBook:

Back to School Checklist for Teachers

Note: You must be logged in to ProgressBook to view the linked articles from the Learning Center.

	Recommendations	Resources
	Review Options on the Teacher Home Page and Class Dashboard • The **Teacher Home Page** is your one-stop location to view your class list and access key features in GradeBook. • The **Class Dashboard** is one place where you will select daily tasks, such as taking attendance and viewing assignments. ***Tip:*** *Take time to review the options on these screens because there are often multiple ways to access the same feature.*	Teacher Home Page Class Dashboard
	Organize Class List On the **Teacher Home Page**, make the Class list work for you. You can rename or hide specific classes using the **Edit List** link. ***Tip:*** *Some teachers choose to hide second semester classes. Just remember to unhide these classes before second semester begins.*	Class List
	Update Your Class Roster You can update your Class Roster on the **Class Dashboard**. Sort, group, or hide students as needed.	Update Class Roster
	Review Grading Scale Options Most districts set up Grading Scale Options for teachers. Please check your district's grading policies before modifying Grading Scale Options in GradeBook.	Grading Scale Options

	Set Up Assignment Types You have many options when it comes to Assignment Types. Your district may require specific types, like "Formative" and "Summative," but you still need to set up your assignment types in GradeBook. Please check with your district administrators for requirements or suggestions.	Assignment Types
	Set Up Calculation Methods By default, all students' grades are calculated using straight averages. You may choose to use weighted averages by assignment types, reporting periods, and even individual assignments.	Calculation Methods and Weights
	Add Seating Charts Seating Charts can be created and customized in GradeBook. You can even create multiple seating charts for one class for rotating days. Seating Charts can be used to take attendance, as well as printed for substitute teachers.	Seating Chart Overview
	Grant Access to Your GradeBook Do you have a co-teacher, or are you planning on taking a leave of absence? Set up GradeBook Access by specifying specific roles (additional or substitute), as well as a date range. This will allow others to create assignments, enter grades, etc.	Share GradeBook Access
	Grant Access to ParentAccess and Configure Class Information Pages If your district uses ParentAccess or the Frontline ProgressBook Parent and Student Mobile App, you can choose what options display, such as student averages, letter grades, and assignment comments. You can also communicate class information, including online resources and documents.	Set Up Class Preferences for ParentAccess and FPPS Class Information for ParentAccess
	Create Assignments Now that you have set up GradeBook following your district's policies and your preferences, you can begin creating assignments.	Create Assignments

Additional Resources

There is so much more you can do in GradeBook, such as Group Classes Together, View Student Profiles, Send Class Notifications, and more. Check out our Learning Center for more information.