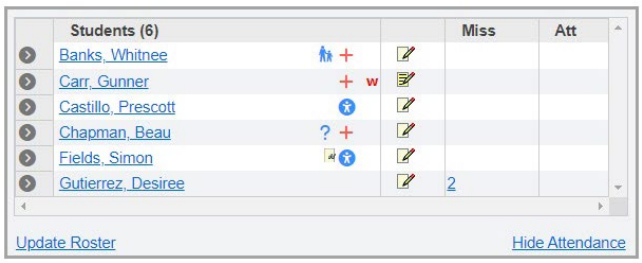
ProgressBook GradeBook Teacher Quick Reference

Need more information? *Log in to ProgressBook and select* ***? > Learning Center*** *from the banner to access videos and documentation about ProgressBook.*

Class Dashboard – Student List

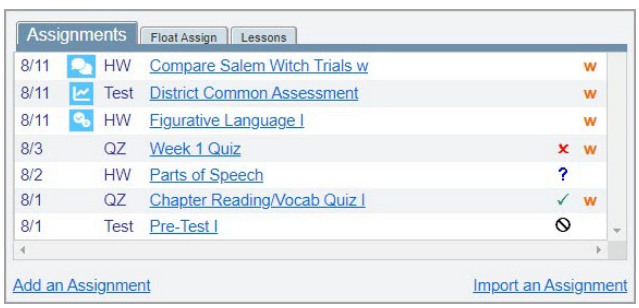


Icon	Description	Icon	Description
	Custody Notice	+	Medical Concerns
	Disability Concerns	?	Miscellaneous Note
	Open DataMap.		Open SpecialServices
W	Withdrawn from class		Student's birthday

Additional Tips:

- Click to view student details.
- Click to enter a daily comment.
- Click to view a daily comment.
- **Miss:** If there is a number in this column, click it to view a list of missing assignments.
- **Att:** If there is an absence or tardy code in this column, hover cursor over the code to view more information.
- Hover your cursor over the student's name to see this information.

Class Dashboard - Assignment List



Icon	Description
	All marks have not been entered for the assignment
	All marks have been entered for the assignment
?	One or more students are marked as missing this assignment
W	Assignment marks have been posted to ParentAccess
	The assignment has been excluded from all students' averages
	VirtualClassroom discussion
	VirtualClassroom quiz
	VirtualClassroom assessment

GradeBook Grid Key

Icon	Description	Icon	Description
missing	Missing		Daily comment available
Past Due	Past Due		Make daily comment
late	Late		ParentAccess alert regarding student progress was sent
excluded	Excluded		ParentAccess alert regarding student progress was viewed
excluded	Excluded & Posted	Undo All Changes (3)	Undo recent changes
excluded	Excluded as lowest mark	, ,	Virtual Classroom quiz, discussion, and assesment icons
excluded	Excluded as lowest mark & Posted		

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Lesson Plan Key

Icon	Description
	Opens the Lesson Plan View and Print windows
	Opens the Reschedule a Lesson window
	Opens the Lesson Plan Maintenance screen for editing, printing, deleting, file attaching, and rescheduling lesson plans
(blue)	Removes the lesson schedule from a class but does not delete the lesson plan
(red)	Deletes a lesson plan that has not been scheduled

Seating Charts

Depending on how you set up your seating chart, you may see the icons below on a student's desk.

Icon	Description
æ	If you selected Show Name Pronunciation when you created the seating chart, æ displays on the student's desk if pronunciation information has been saved in StudentInformation. Click to expand the desk or hover your cursor over the icon to view the full pronunciation.
	If you selected Show Desk Comments when you created the seating chart, this icon displays on the student desk when you have saved a comment for the student. Click to expand the desk or hover your cursor over the icon to view the full comment.

See Seating Chart Overview in the Learning Center for more information about Seating Charts. (You must be logged in to ProgressBook to use this link.)

Progress Report Options

- **Daily or Period Attendance**
- **Assign %:** Average percent for each assignment
- **Class Average**
- **Daily Comments:** Unique to each student
- **Duplex Printing:** Each report begins on an odd page for double-sided printing
- **Hide Assignments:** Displays averages for each assignment type but hides other assignment details
- **Hide Exempt:** Hides excluded assignments
- **Parent Signature Line**
- **Points Missing**
- **Student ID**
- **Posted to ParentAccess**
- **Hide Averages:** Hides letter grades and percentages
- **Teacher Comment:** Same comment for each student

Quick Tips

- **Do not use your browser's Back button.** Information will not save.
- **Log out when you are not using GradeBook.** The app times out after a period of inactivity. Save or refresh the page to reset the timer.
- **Student averages displaying as question marks?** On the Grading Scale Setup screen, designate the correct grading scale and check assignment mark types; make sure the grading scale is set up properly.
- **Class or student not displaying?** View the Class Setup screen and Class Roster screen to verify the class and student are not hidden.
- **Want to set up defaults for creating assignments?** On the Teacher Home Page, below Administration, click **Set Up Preferences**.

Posting to the Web

- **Post to the homework web page?** Assignment Description and Due Date display on the ParentAccess Planner screen until after the due date.
- **Post marks to the web?** Assignment Description, Marks, Points Possible, and Comments display on Grade Details screen.
- **Post Homework** Allows attachments, links, and longer description; displays on the Planner screen until after the due date.
- **Class Home Page** Post messages for parents and students to view; allows attachments and links.
- **Daily Comments** When posted, they display on the ParentAccess Dashboard and the Grade Details screen.

See ParentAccess Overview in the Learning Center for more information.

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