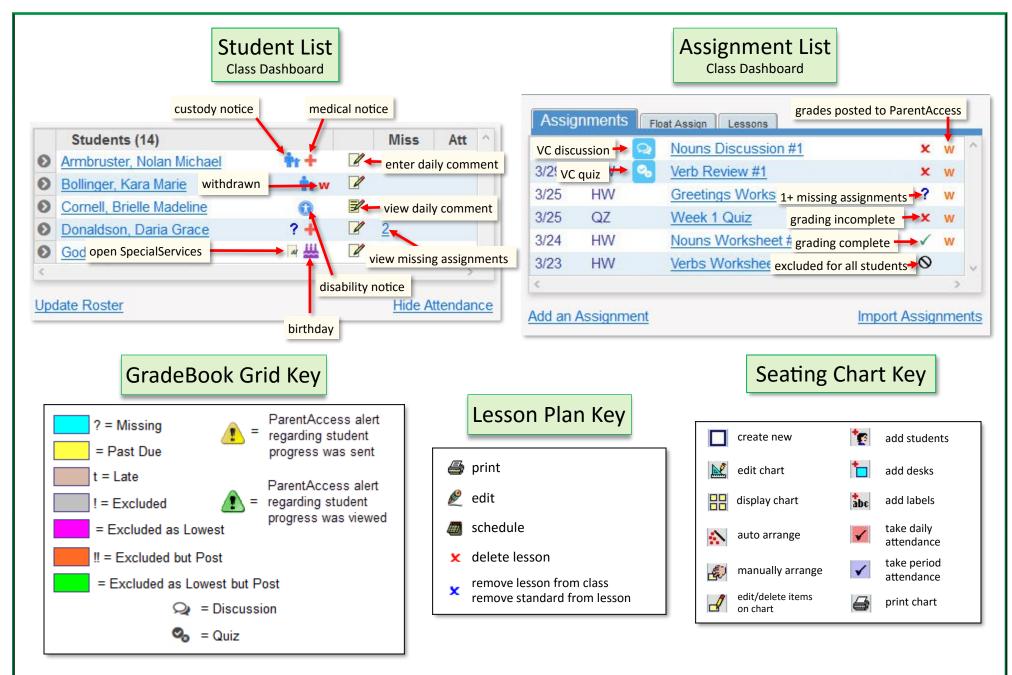


ProgressBook GradeBook Teacher Quick Reference









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 or **Class Roster** screen to verify the class or student are not hidden.

Want to set up defaults for creating assignments?

On the **Teacher Home Page**, under **Administration**, click **Setup Preferences**.

Posting to the Web

Post to the homework web page?

Assignment Description and Due Date display on the **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.

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

Additional Help

Hover your cursor to view hover tips over some items, such as student names in the

| list on the CLASS DASHBOARD. | Bentley, Zoey | |
|------------------------------|--|------------|
| | Current Mark: | 92.45% |
| | YTD Average: | 95.36% |
| | Date of Birth: | 10/10/1999 |
| | District ID: | 185042 |
| | System ID: | 36338 |
| | Grade Level: | 11 |
| | Group: | |
| | ? Click on Oto expand for more options | |

Click HELP on any screen to display help related to that screen.