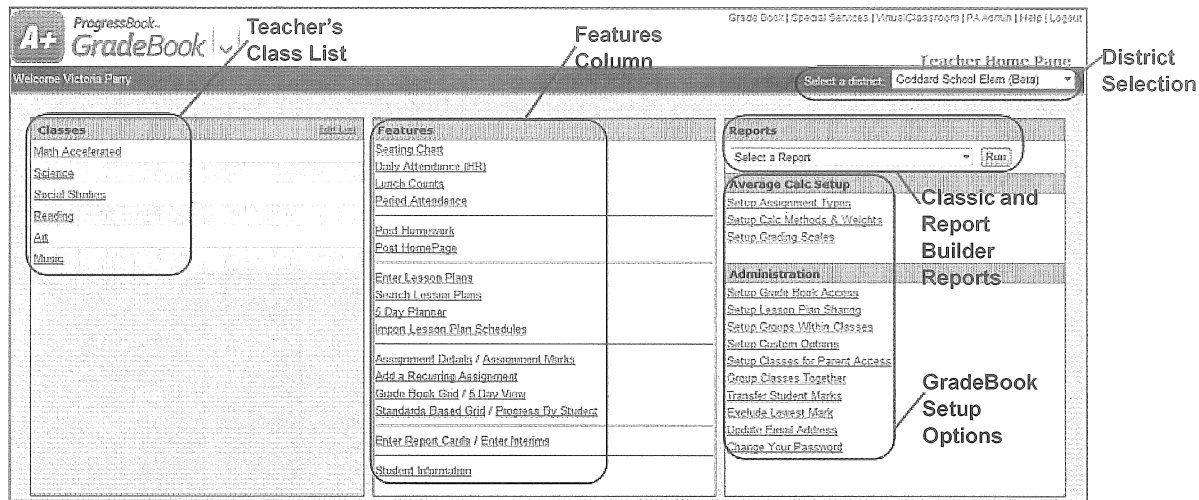


Always Save



Teacher Home Page

Class List

Class naming conventions and scheduling are set up in the student-information system, if your school is integrated with one. However, you can change the display name and order in GradeBook for your classes using the Edit List option. You can also hide a class that does not meet in the current grading period.

Edit Class List

1. On the Teacher Home Page, click the **Edit List** link in the Classes area.
2. On the Class Setup screen, type the **new name** for the class in the Class Alias (Optional) column.
3. Type a **number** in the Order column to designate the order in which you want the class to appear on the Teacher Home Page.
4. Click the **check box** in the Hide column to hide the class from your GradeBook.
5. Click **Save**.

Handwritten mark

Step 1 Set up Grading Scales

Step 2 Set up Assignment Types

Step 3 Set up Calc. Methods + Weights → most add up to 100 (or 10)





Step 4 Set up Add an Assignment

Class Roster

Update Class Roster

If your school district is integrated with a student information system, the ProgressBook GradeBook system manager must make the scheduling changes in that system. ProgressBook GradeBook is updated nightly to reflect changes made in the student information system.

1. On the Class Dashboard, click the **Update Roster** link below the list of Students.


Sicari, Ryan		1	
Sladik, Jillian			
Slates, Tiffany			
Update Roster			Hide Attendance

Update Roster Link on Class Dashboard

2. On the Class Roster screen, you can update the class roster by performing the following options:
 - **Sort students in a specified order** – Default order is alphabetical.
 - **Group students together** – Groups must be created in the Setup Groups Within Classes option on the Teacher Home Page.
 - **Hide students** – Use to hide students no longer in your class.
 - **Add students** – Do not use if integrated with a student-information system. This option may not be available in your system.
3. Click **Save**.

Note: If your school district integrates with a student-information system, scheduling changes must be entered in that system. ProgressBook GradeBook is updated nightly to reflect changes made in the student-information system.

Note: The red W displays to indicate students who have withdrawn from the class. Hide the student to prevent the name from displaying on a class roster.

Note: If your school district is integrated with a student information system that recognizes future student enrollment dates, this  icon may display on the Class Roster screen when a student is scheduled to begin your class at a future date. The student will automatically display on the class dashboard upon the enrollment date.

Student Profile Information

The Student Profile screen displays information about the students in a class. Click on a student name on the Class Dashboard to display the Student Profile screen. “*Tabs Available on Student Profile Screen*” provides a brief explanation of the various tabs that are available. Information on the Comments tab is the only information that can be edited by a teacher; information on the other tabs is read-only.

Tabs Available on Student Profile Screen

Tab	Information
Personal	Displays personal information, addresses, parent and student emails (if available), and the last date on which the parent and student have logged in to the ParentAccess Web site.
Contacts	Displays emergency contact information from the student information system.
Progress	Displays a current view of the student’s progress in the class including average, individual assignment weights, missing assignments, late assignments, assignments grouped by assignment type or assessment, which display in the same order as they do on report cards, and period attendance or period attendance by block codes.
Assessments	Displays report card and interim grades that have been entered in ProgressBook GradeBook. If your report card is integrated with a student information system that does not use live data integration for grading, these grades may not be accurate. Also provides access to current progress reports for the student’s other classes.
Comments	Allows the teacher to enter or update general comments related to the student specific to this class. These comments will not be published on any reports or web pages.
Attendance	Displays the student’s cumulative daily/homeroom attendance codes with the associated reason code and times, if the student information system your district is integrated with supports multiple attendance codes.
Schedule	Displays the student’s class schedule including Course, Section, Room, Teacher, Period and Days. Also provides access to current progress reports for the student’s other classes.

The screenshot shows the ProgressBook GradeBook interface for a student profile. The student selected is DiMino, Nadja. The 'Personal' tab is active, displaying the following information:

Personal Information	
School Name:	LVPR
Enrollment Status:	A
Enrollment Date:	8/15/2003
Home School:	
Grade Level:	02
Graduation Date:	
Homeroom:	001B , Teacher48
Date of Birth:	8/18/2013
Sex:	F
Progress Book ID:	26812
District Student ID:	999834286

Additional sections on the screen include:

Addresses			
Name	Type	Address	Phone
MRS ELIZABETH ATCHISON	H	22389 BARTLETT DR Rock View, OH 99916	8883319830
MRS BRENDA MCGANNON	H	22389 BARTLETT DR Rock View, OH 99916	8883319830

Parent/Student Access Use			
Type	User	Last Login	Status
Student	DiMino, Nadja		A
Parent	DiMino, Nadja		A

Personal Tab on Student Profile Screen

GradeBook Setup


Assignment Types

You must set up categories of classroom activities such as classwork, homework, quizzes, tests, etc., and assign a mark type to each category to be able to share individual assignments that use those categories in multiple classes. You must also create a unique name and abbreviation for each assignment type.

GradeBook allows a variety of mark types including points, letters, percentages, pass/fail and more. It is recommended to use points as the mark type for all assignment types. GradeBook then translates the student averages into the appropriate letter grade based on the grading scale setup option to be selected later.

It is not recommended to use letter and number mark types within the same class if the class uses traditional report cards because GradeBook will not be able to calculate an average. In classes that use standards-based report cards, it is possible to combine letter and number mark types within the same class to calculate students' grades, depending on the calculation method used for each assessment. But generally, you would not combine letter and number mark types within the same assessment calculation. See "Custom Setup 2 Grading Scale for Standards-Based Report Cards."

Once you have created the assignment types, select which classes will use each category.

If you want to share assignments between classes, you must use the same assignment types in all of the classes that share assignments. You can easily identify the assignment types that are used in classes that have been shared with you by another teacher by the appearance of the assignment types sharing icon . If necessary, you can also quickly convert assignment types that are used in multiple classes.

Set Up Assignment Types

Before you begin creating assignments, you must set up categories of classroom activities such as classwork, homework, quizzes, tests, etc., and assign a mark type to each category.

GradeBook allows a variety of mark types including points, letters, percentages, pass/fail and more. However, points is the recommended mark type for all assignment types.

1. On the Teacher Home Page, select **Setup Assignment Types**

Note: Each assignment type name and abbreviation must be unique.

2. On the Assignment Types screen, enter the **name** for the assignment type in the Name column.
3. Enter an **abbreviation**, up to four characters, for each assignment type in the Abbr column.

Note: It is recommended to use points as the mark type for all assignment types. Do not use letter and number mark types within the same class because GradeBook will not be able to calculate an average.

4. Select the appropriate **mark type** from the list for each assignment type.

Note: The mark types selected for the assignment types determine the type of mark you can enter in the Mark field throughout GradeBook.

5. To use the assignment type in all of the classes, select the **check box** in the All column.
6. To use the assignment type in one or multiple classes, but not all classes, select the **check box** for each **class**.
7. Click **Save**.

Note: To enable assignment sharing, you must use the same assignment types in all of the classes with which you will share assignments. You can automatically convert one assignment type to another by using the Assignment Conversion Tool.

ProgressBook
GradeBook

Grade Book | Special Services | Help | Logout

Assignment Types

Dashboard All Primary Classes

Enter an assignment type, then check each of the classes that will use it or check "All" for all classes.

Name	Abbr	Mark Type	All	Math	Reading	Science	Social Studies	Del?	Abbr
Classwork	CW	1-4 Rubric	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CW
Homework	HW	Points	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	HW
Quiz	Quiz	OSU	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Quiz
Test	Test	OSU	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Test
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Assignment Types Screen

Note: You have the option to view assignment types in All Classes, All Primary classes, All Shared Classes, and a specific class or group.

Attendance

Daily and Period Attendance

The Daily Attendance screen uses red shading while the Period Attendance screen uses blue shading. The available absence type codes used for taking daily and period attendance are set up by the ProgressBook GradeBook system manager and may vary for each school. Multiple attendance codes may display under a student's name if supported by your district's student information system.


Daily Attendance

In the absence of a formal homeroom, teachers can take daily attendance using a class designated by office administrators. If you take daily attendance in ProgressBook GradeBook, you should take it every day, even if you do not select any of the attendance codes. Clicking Save on the Daily Attendance screen denotes that daily attendance was taken. Once daily attendance has been saved, most schools require the school attendance personnel to make necessary changes to the attendance.

The available attendance codes are set up by the ProgressBook GradeBook system manager and may vary for each school.

Note: *If a student has withdrawn from a class, a red **W** displays next to the student.*

Enter Daily Attendance

1. On the Teacher Home Page, click the **Daily Attendance** link.
2. On the Daily Attendance screen, select the appropriate **homeroom/class** for which you want to take attendance in the Class list.
3. Verify that **today's date** displays in the Date field. If it is not the correct date, click  to select it, or type it in the field.
4. Select the appropriate **absence type** in the Daily Att list.

Note: *If the class is not scheduled to meet that day a phrase such as, "Not Scheduled" or "Off Day" displays in the Daily Att column.*

5. Click **Save**.

Note: *An error displays while taking attendance if ProgressBook GradeBook is not able to connect to your student information system for school districts that use live attendance data integration.*

Enter Lunch Counts

ProgressBook GradeBook provides automated lunch count reporting, enabling Food Services personnel to run reports to plan food preparation for an entire school building. Only Food Services personnel and administrators can change the available choices that appear on the Lunch Counts screen.

1. On the Teacher Home Page or Class Dashboard, click **Lunch Counts**.
2. On the Lunch Counts screen, type the total number of **lunches** ordered next to the appropriate lunch option.
3. Click **Save**.

A confirmation message displays in red at the top of the page.

Class: Math - Gr 02: 4

Your lunch counts have been successfully recorded

Hot Lunch	15
Del Choice	4
Milk	5
Teacher Lunch	1

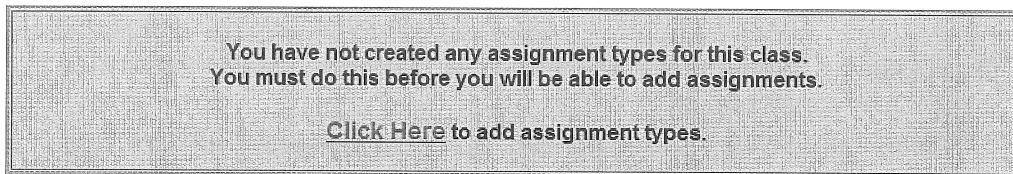
Save

Lunch Count Screen Displaying Confirmation Message

Create Class Assignments

1. On the Class Dashboard, click the **Add an Assignment** link.


Note: If you have not created any assignment types, a message displays with a link to add an assignment.



Message to Add Assignment Types

2. On the Assignment Details screen, type a **description** of the assignment in the Description field.
3. Select the **type of assignment** from the Assignment Type list.

Note: The Sequence field is only used for floating assignments.

4. Click  next to the Date Assigned field to select the **date** the assignment will begin, or type it in the field.

Today's date is the default option.

5. Click  next to the Date Due field to select the **date** the assignment is due, or type it in the field.

Note: A message displays notifying users if they enter invalid dates.

6. Enter the **value** of the assignment in the Points field.
7. Click **Save**.

Assignment Details Screen

8. You may perform any of the following **optional steps** depending on the type of assignment you are creating.:
- To change the weight of an individual assignment, enter a **number** other than 1 in the Weight field.
 - To assign the assignment to a group rather than the entire class, select a **group** from the Assign to Student Group list. All Students is the default option.
 - To designate the assignment as a floating assignment (different assigned and due dates for each student), select the Setup as a floating assignment? **check box**.
 - To exclude the assignment from the student averages, select the Exclude from student averages? **check box**.
 - To post the assignment description and due date to the Homework section of the ParentAccess Web Site, select the Post to the homework web page? **check box**.
 - To add the assignment to the Assignment Bank, select Add this assignment to the Assignment Bank **check box**.
 - To post the marks for the assignment to the Progress Details section of the ParentAccess Web Site, select the Post the marks to the web? **check box**.
 - To designate the assignment as an extra credit assignment, enter **0** in the Points field.
 - To share the assignment with other classes, click the **check box** next to the appropriate class(es).

Note: If the classes in which you want to share an assignment does not appear in the Share box, go to the Assignment Types screen and ensure the classes use the same assignment types.

Class Assignment Options

Enter Class Assignment Marks on Grade Book Grid

You can enter each mark individually for each assignment or assessment for each student on this screen, or when entering marks for the first student on the roster, you can use the option to either Copy Marks or Clear Marks for all of the students for that assignment or assessment.

When you use the Copy Marks option, the option does not override previously entered marks and late flags; however, if a student was previously entered as Missing the assignment or Excluded from the assignment, the Copy Marks option overrides Missing and Excluded indicators.

When you use the Clear Marks option, the option overrides all previously entered marks, Missing indicators and Excluded indicators; however, if a student was previously entered as Late for the assignment or assessment and the assignment or assessment had a previously entered mark, the Clear Marks option overrides the mark, but it leaves the Late indicator.

When entering marks, you can use the Tab and Enter keys to navigate on the page. The Tab key moves the cursor across the screen from left to right. When the cursor reaches the end of a row, it will move down to the first mark field of the next row. The Enter key moves the cursor down the screen from top to bottom. When the cursor reaches the bottom of the Marks column, it will return to the top of the column. You can also use the arrow keys to navigate on the page.

1. On the Teacher Home Page or Class Dashboard, click **Grade Book Grid**.
2. If you entered the Grade Book Grid from the Teacher Home Page, select the **class** you want to view in the Class list. If you entered from the Class Dashboard, that class displays in the Class list.
3. Make sure the **current quarter** displays in the Period field. If it is not the correct quarter, select it.
4. Select the appropriate **assignment or assessment view** to display in the View list.
5. Click **Go**.

Note: For a Default or Custom Setup 1 class, if the assignment name does not display under the date at the top of the assignment column, hover over the assignment abbreviation to display the description and identify the correct column in which to enter marks.

Note: For a Custom Setup 2 class, hover over assignment type abbreviation to display the assessment and identify the correct column in which to enter marks.

6. Type the appropriate **mark** in the assignment or assessment field for each student.


Note: On the Grade Book Grid for any type of class, you can enter a mark for the first student on the roster and use the Copy Marks option.

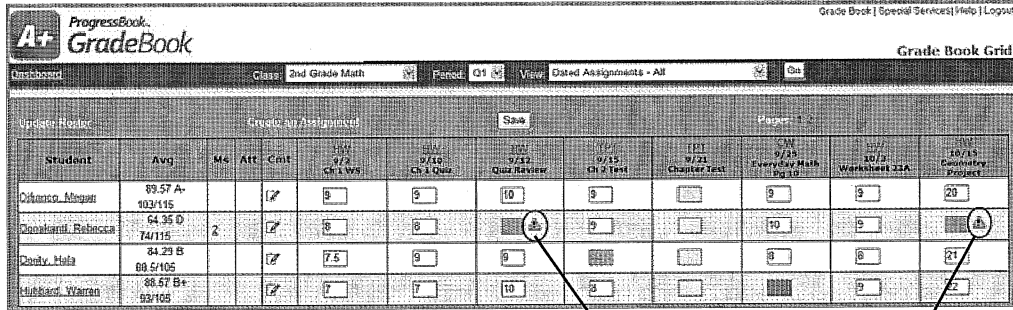
Note: For classes using the Custom Setup 2 grading scale, Missing and Excluded applies to the entire assignment, so entering the ? or ! symbols to one assessment to which the assignment is mapped will automatically enter it for all assessments for that assignment.

Note: To enter numeric assignment marks quickly, use the number keys and the <Enter> key on the Number Pad area of the keyboard to move from field to field.

7. Click **Save**.

The message “Your changes have been saved.” displays.

Note: If the school sends student progress alerts and parents subscribe to them, a yellow alert icon  displays next to an assignment that was posted to the ParentAccess Web Site and marked as missing.



Student	Avg	M4	Att	Cont	9/9 Ch 1 WS	9/10 Ch 1 Quiz	9/12 Quiz/Review	9/15 Ch 2 Test	9/21 Chapter Test	9/23 Everyday Math Pg 10	10/3 Worksheet 22A	10/13 Geometry Project
Dionisard, Michael	89.57 A- 103/115			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dionisard, Rebecca	64.35 D 74/115	2		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Doody, Hala	84.29 B 88.5/105			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hubbard, Warren	88.57 B+ 93/105			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Student progress alert icon

Alert Icons on the Grade Book Grid

Grades

Interim and Report Card Grades

The Interim/Report Card forms sent to students' parents are custom designed by the ProgressBook GradeBook system manager, but teachers enter the grades that appear on these forms. You can enter grades by student, class or class group. If your report card has a large number of assessments, you may want to select students individually to enter grades.

Enter Interim/Report Card Grades by Class

On the Interim/Report Card forms, you can use the <Enter> or <Tab> key to move from field to field.

1. On the Teacher Home Page or the Class Dashboard, click **Enter Interims** or **Enter Report Cards**.
2. On the Interim Entry screen or Report Card Entry screen, select the appropriate **class** or **class group** in the Class list. If you accessed this screen from the Class Dashboard, you do not have to select the appropriate class or class group.
3. Click the **Show All Students** link under the Class list.


***Note:** To enter grades by student, click the appropriate student in the list.*

4. Select the correct **interim** or **report card** in the Rpt list. More than one report card may appear in the list.

***Note:** Only the report card(s) associated with the students in the class or in the classes included in the class group display in the list.*

***Note:** In class groups, teachers can enter grades only for the students associated with the selected report card.*

***Note:** You can click on a student's name to open the Student Progress window, which displays assignments grouped by assessment or assignment type, individual assignment weights, marks, missing or excluded assignments, if any, and comments.*


5. Click the **check box** above the current quarter.
6. Click  to automatically calculate and populate the grade using the marks previously entered in the GradeBook.

***Note:** For secondary (traditional) report cards, the Year to Date (YTD) Average displays under the Points if Year to Date calculations were enabled for the report card.*


Note: For standards-based report cards, ProgressBook GradeBook automatically populates the grade for each assessment. If an assessment grade remains blank, no assignments were mapped to that assessment during the grading period.

7. To override the automatically calculated interim mark, select the **mark**, and change it.
8. If you have to manually enter assessments for each student, click the **Assessment name** to view a list of valid codes and respective descriptions.
9. Close the **Valid Marks window**.

Note: Valid mark types were previously entered by the ProgressBook GradeBook system manager.



10. Select the appropriate **code(s)** from the list for each student.
11. If  displays in the Reporting Period column, click it to open the Comment window.
 - f. Enter a **free-form comment** up to 500 characters.
 - g. Click **Update**.

The Comment window closes.

Note: If you have entered a free-form comment, once you have refreshed the screen you can hover over  to display the comment.

12. Click **Save**.

Note: When entering grades by class, click the name of the student to open the Student Progress window. Assignments display grouped by report card assessments in classes that use the Custom Setup 2 grading scale option.

Note: You may use the   icons to jump to the top or bottom of the list if the class includes a large number of students.

Note: When entering grades by student, click **Save Next** to save the grades for that student, and proceed to the next student, or you can click **Next** or **Previous** to change students without saving grades.

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GradeBook Report Card Entry

Dashboard

Math - Gr 02 01

Show All Students


- Dilmino, Nodjo
- Dipolis, Taylor
- Divish, Keiara
- Duffy, Brendan
- Householder, Morgan
- Howard, Jack
- Hujarski, Kyle
- Hula, Bach
- Huller, Julia
- Humerickhouse, Emma
- Humphray, Eric
- Hunt, Jaymie
- Hunter, Lauren
- Huppert, Etise

Math - Gr 02 Rpt: 2nd Grade Report Card

Check the columns to calculate, then press the = button

Class	Assessment	Q1	Q2	Q3	Q4
Dilmino, Nodjo ID: 999834286 Avg: 89.39 Mark: B+ Points: 219/245 HR Absent: 0 Tardy: 0 Per Absent: 0 Tardy: 0	Overall Grade		B+		
	Understands concepts for current work		S+		
	Knows math facts for current work		S+		
	Applies problem solving skills		S+		
	Comment				
Dipolis, Taylor ID: 999001214 Avg: 91.43 Mark: A- Points: 224/245 HR Absent: 0 Tardy: 0 Per Absent: 0 Tardy: 0	Overall Grade		A-		
	Understands concepts for current work		O		
	Knows math facts for current work		O		
	Applies problem solving skills		O		
	Comment				
Divish, Keiara ID: 999044929 Avg: 92.65 Mark: A Points: 227/245 HR Absent: 0 Tardy: 0 Per Absent: 0 Tardy: 0	Overall Grade		A		
	Understands concepts for current work		O		
	Knows math facts for current work		O		
	Applies problem solving skills		O		
	Comment				

Automatically Calculate and Populate Grades Previously Entered by Clicking the Equal Button or Enter Grades Manually

Note: A red outline appears around the field  if the grade has not been saved.

Class Roster Report

The Class Roster Report lists the students in a class. You can run one Class Roster Report for multiple classes.

1. On the Teacher Home Page, select **Class Roster** in the Reports list.
2. Click **Run**.
3. On the Class List Report screen, select the **class(es)** on which to run the report.
4. Select one of the following **sort options**:
 - **Sort by Student Number** – Displays student roster in order by student number, which is randomly assignment in ProgressBook GradeBook. The option may be used to preserve student anonymity.
 - **Sort by Student Name** – Displays student roster in alphabetical order by student last name.
 - **Sort by Roster Order** – Displays student roster in the specific numeric order designated on the Class Roster screen.
5. Select on of the following **output formats**:
 - **Excel** – Format provides full functionality of Microsoft Excel. To view, edit or save the report in this format, you must have Excel installed on the computer.
 - **HTML** – Format can be viewed in a browser and saved. To edit, you must have HTML editing software installed on the computer and/or knowledge of HTML code.
6. Click **Submit**.
7. View the **report**, and save or print **it**, if desired.
8. Close the **report window**.

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Class List Report

Select a Class

Health: 2
 Reading - Gr 02: 1
 Social Studies: 2
 Math - Gr 02: 4
 Science: 2

Select Sort Options

Sort by Student Number
 Sort by Student Name
 Sort by Roster Order

Select the Output Format

Excel
 HTML

Class Roster Report Options

Report Page Safety Tools

Class Roster
Math - Gr 02 - 4 - Hinds, Ginneen

D'Souza, Jack																			
Diehl, Mary																			
Dielman, Xhesi																			
Diem, Steven																			
Dienes, Taylor																			
Dies, Melissa																			
Dietrich, Kaylee																			
Dietrick, David																			
Dawood, Supta																			
Denes, Clair																			
Day, James																			
DeCapite, Jarred																			
Decrane, Jayla																			
Deem, Jordan																			

Class Roster Report in HTML Format

Student Progress Report

The Student Progress Report displays a student's cumulative performance; year to date final grade if the year to date grade calculation has been enabled for the report card used in the class; assignment details, including missing and late assignments, and assignment weights if they are used; and absence information based on the features selected. This report can be used in place of interim report cards and for Parent/Teacher conferences.

1. On the Teacher Home Page, select either **Student Progress Report** in the Reports list.
2. Click **Run**.
3. Select the **class(es)** in the Available column on which to run the report.

***Note:** You can click the Show Student link under the Available column to expand the classes and select specific students.*

4. Click > to move the selected classes to the Selected column.
5. Select the appropriate **reporting period**.

***Note:** Click Select All to select all the reporting periods. Click De-Select All to clear all the check boxes.*

6. Select any of the following **feature(s)** to display on the report:
 - **Assign %** – Percentage earned on an assignment.
 - **Class Average** – Average for the class displays next to the overall student average.
 - **Daily Attendance** – Displays daily attendance.
 - **Daily Comments** – Displays daily comments entered, if any.

- **Duplex Printing** – Allows two-sided printing with a blank page between students when the report ends on an odd page.
- **Hide Assignments** – Displays earned points, total points, weight and average for each assignment type but does not display assignment.
- **Hide Averages** – Does not display assignment averages or letter grades.
- **Hide Excluded** – Does not display assignments that have been excluded for the student.
- **Hide Points** – Does not display points used to average the calculation.
- **Hide Assessments** - This feature is only for classes using the Custom Setup 2 grading scale. Displays only the default assessment. If there is no default assessment selected on the Grading Scale Setup screen, then it displays all assessments.

***Note:** If the class uses point assignments, the Hide Points feature should also be selected, or the points will be the total for all the assessments and not reflect the points for only the default assessment.*

- **Parent Sig. Line** – Lines for parents to sign and date verifying that they reviewed the progress report.
- **Period Attendance** – Displays attendance for each of the student's classes.
- **Points Missing** – Displays the number of points missed for missing the assignment.
- **Student ID** – Displays student's identification number.
- **Posted to Parent Access** – Displays averages and/or letter grades based on preferences selected on the ParentAccess Preferences screen.
- **Teacher Comment** – General comment appears on all students' progress reports.

7. Select one of the following **output formats**:

- **PDF** – Portable document file format that cannot be edited. To view the report, you must have Adobe Reader installed on the computer.
- **Excel** – Format provides full functionality of Microsoft Excel. To view, edit or save the report in this format, you must have Excel installed on the computer.
- **RTF** – Formatted document file type that can be edited. To edit the report, you must have word processing software installed on the computer.
- **TIFF** – Large graphic file that may take longer to open than other file types and cannot be edited.
- **Single Column Report** – Information displays in one column.
- **2 Column Report** – Information displays in two columns.

8. Click **Submit**.

9. Review the **report**, and save or print it, if desired.

10. Close the **report window**.

Student Progress Report Screen

Progress Report		Lake View High School	
Student: Adamczyk, Jennifer		HR: Teacher43, Teacher1,	
Algebra 2			
1ST QUARTER	Class Avg: 85.43 (B)	Points: 219.5/255	Average: 86.08 (B)
Extra Credit			
10/26/10	Chapter 2 Extra Credit	4/0	
Homework		Points: 74.5/80	Average: 93.13 (A)
09/09/10	Page 101 - odd problems Comment: Great job!	10/10 (100%)	
09/15/10	Worksheet 23a	7.5/10 (75%)	
09/30/10	Chapter 1 Worksheet	22/25 (88%)	
10/07/10	Page 110 - odd problems	9/10 (90%)	
10/13/10	Chapter 2 Worksheet	26/25 (104%)	
Quizzes		Points: 141/175	Average: 80.57 (B)
09/23/10	Chapter 1 Quiz	35/50 (70%)	
10/21/10	Chapter 2 Quiz	38/50 (76%)	
10/28/10	Chapter 1 & 2 Quiz	68/75 (90.67%)	
YTD Final Grade: 85.65 (B)			

Student Progress Report in PDF Format