1. **Please access the link on Central Login page for the ProgressBook Suite Knowledge Base** to search for documentation articles. To locate Teacher Guides enter “Teacher Guide*” in the Search field and “Search”. The “*” is a wildcard.

2. **View – Parent Access** - to view “all” class information for students in your classes.

3. **Security of Gradebook** – NEVER give a student your ProgressBook password. ALWAYS log out of ProgressBook if your computer will be unattended at any time.

4. **Check Accuracy of ALL classes** – listed on the Teacher Homepage. Be sure ALL CLASSES AND STUDENTS that you will be teaching for the upcoming school year are listed in your grade book. If there is any discrepancy, please notify the DASL scheduler in your building. All class information MUST be updated in DASL. Do NOT wait until Interim/Report Card time to report missing classes or students.

5. **On-Line “HELP” tab** – select the subject field from your Teacher Homepage or Class Dashboard and then click on the HELP tab at the top right of the screen. The online help system has been significantly enhanced. The Search and Index tabs are now available. This is a great tool for referencing information for ProgressBook questions and how-to procedures.
6. **Rename Classes (Class Alias) from Edit Class** – Course ID column on Class Setup screen to help teachers identify their classes. This information is view-only.

7. **Set Up Grade Book Access** – If teachers will be sharing a grade book or class with another teacher, they will need to add that teacher (or teachers) to their grade book as “Additional” as they would remain the “Primary” teacher. Each class should have only one “Primary” teacher.
8. **Set Up Assignment Types**

- Delete any duplicate or unused assignment types prior to the start of the new school year.
- Type in the Assignment Type Name: **add your initials to the end of the name.** If you share your gradebook with other teachers, this will prevent confusion which can cause issues with grade calculation.
- Type in the Abbreviation of the Assignment Type (4 characters max.)
- Under “Mark Type” use drop down box to select the Mark Type for the Assignment Type. All Assignment Types used for “calculating” grades MUST USE the SAME Mark Type. It is best to use POINTS, as Points will calculate most accurately for all grading scales.

- **Select the class or classes that will be using each assignment type** – If you will want to “Share” assignments between classes, you will need to “share” ALL assignment types with ALL classes.

- **Extra Credit Assignment Type**
  - IF using Straight Average Calculation Method – you CAN set up an assignment type named “Extra Credit” as the extra credit points WILL be included in the average.
  - IF using Weighted Average Calculation Method – you SHOULD NOT set up an assignment type named “Extra Credit” as the calculation will disregard the extra credit in the average. IF you are creating an Extra Credit assignment, you should use “Extra Credit” in the description, but select another category.
The Point Value for an Extra Credit assignment should be “0” so that any student that chooses not to participate will not be penalized.

9. **Set Up Grading Scales using Custom Setup 1** – If a district has multiple report cards and multiple grading scales for a building, it is recommended that teachers use Custom Setup 1 to set up their Grading Scales for ALL their classes. For Elementary buildings using Standard Based Report Cards and Custom Setup 2 option, do NOT setup your Grading Scales. This will be done for you by the configuration process by your administrator.

For best accuracy, **JH/HS teachers need to set up their Grading Scales for ALL classes using Custom Setup 1 before school starts and before parents set up their Parent Alert thresholds.**

- From the Teacher Homepage, select “Set up Grading Scales”

- From the Grading Scales setup screen, **select Custom Setup 1** (Only ELEM. Standards Based report cards use Custom Setup 2), **Save**, and then click on **Save Next**.

- On the **Grading Scale Setup** screen, select the grading scale from the dropdown list for that class, then click on **Save Next**

- Click on the **Copy tab**, and copy that grading scale into each class that will be using that grading scale. **Click on Copy.**
• You will get the message “Copy Complete” – if setting this up after the school year has begun, you will need to go back to Grade book and click “Calculate Averages” for each class that uses this grading scale to recalculate averages for these classes.

10. **Set Up Calculation Methods and Weights** –
   - **System defaults to “Straight Average”** with the weight of each assignment defaulted to “1”
   - If teachers choose to “Weight Assignment Types” those changes will need to be made under the “Set Up Calculations Methods and Weights” on the Teacher Home page
   - IF using Weighted Average Calculation Method – you SHOULD NOT set up an assignment type named “Extra Credit” as the calculation will disregard the extra credit in the average. IF you are creating an Extra Credit assignment, you should use “Extra Credit” in the description, but select another category.
   - Do NOT set any assignment type used as “0” when weighting Assignment Types.
   - Teachers should NOT change their calculation methods after Interim/Report Card grades have been submitted and the reporting period has closed.
   - If teachers choose to use different grade calculation methods for each grading period, these must be set up at the beginning of the school year – changing calculation methods mid-year will change grades for previous reporting periods.
11. Check Class Rosters for Accuracy
   - Please verify the accuracy of your class roster for ALL classes at the beginning of the school year and continue to validate them throughout the school year for accuracy.

12. Hide a Student
   - Once the school year has started, if a student withdraws from a class or the district (appears with a Red “W”) teachers should “HIDE” the student. In order to “HIDE” a student, go to your Class Dashboard and select “Update Roster” at the bottom of the screen and check the “Hide” option for any student that appears with a Red “W” and “Save”.

13. Homeroom Attendance (goes back to DASL)
   - Click on Daily Attendance to post attendance for the first period of the day.
   - Homeroom attendance codes were set up by your Progress Book administrator and will vary for each school building/district.
   - Click on the students who are absent and click on Save. The attendance will now go back to DASL.
   - If all students are present, just click on Save.
   - Homeroom attendance can also be taken through the Seating Charts option.

14. Period Attendance (does NOT go back to DASL) (Optional)
   - Periods Attendance codes were set up by your Progress Book administrator and will vary for each school building/district.
   - Period Attendance can also be taken through the Seating Charts option.
15. **How to Transfer a Student's Marks from one Class to Another**

- After DASL scheduling has been updated with the new class/classes for a student and the nightly DASL/PBook Integration Batch Job has processed, teachers have the ability to Transfer Marks from one class to another class.

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### How to transfer a student's marks from one class to another

**KBA-01302**

**Purpose & Scope**

Teachers have the ability to take all marks from a student's previous class, and transfer them to their new class using this tool.

**Procedure**

1. Find the class that the student is transferring from, and the class they are transferring to, making a note of the class names.

2. From the Teacher homepage, click on Transfer Student Marks within the Administration section.

3. Select the class the student is transferring TO.

4. Choose the name of the student whose marks will be transferred.

5. Select the class the student is transferring FROM.

6. Choose the date or range of the marks that will be transferred.

7. Click on Check Compatibility. After selecting this button, the recommendation box will be filled with helpful text as to the best action to take. There are two options that will usually be recommended, and are listed in steps 8 & 9.

8. If the two classes chosen share most or all of the assignments with one another, then the recommendation box will read, *The classes share 100% of their assignments. The best option is to transfer all assignment marks.* Click on Transfer all assignment marks. The next screen allows the user to choose which assignment marks to send to the same assignment in the new class. The staff member is able to transfer the grades like this because the assignments were shared between the classes.

9. If the two classes do not share any assignments, then the recommendation box will read, *The two classes do not share assignments. It is recommended that you transfer the student's past performance into one assignment.* Click on Transfer the student's past performance into one assignment. The next page allows the user to modify a number of different fields. The two most important fields are the points earned and the points possible. These need to match up with the student's point totals from the original class based on the time range you are transferring marks for. After entering the correct numbers, select the Create the Assignment button.

10. Once option 8 or 9 has been performed, the student's marks will have successfully been transferred from the original class to the new class.