



ProgressBook®

GradeBook Standards-Based Assignments

Assignment Details

- 1 Enter and select information as you would for any assignment (**Description**, **Assignment Type**, **Assigned Date**, **Due Date**, etc.).
- 2 (Optional) Assign the assignment to a specific **Student Group** if desired.
- 3 Select checkbox options as desired.
- 4 Select the checkbox in the row of each assessment you want to include on the assignment.
- 5 Enter the desired number of points for the assessments you selected. The default assessment displays at the top of the grid highlighted in gray with a green border. If you select the checkbox for this assessment, the **Points** column automatically calculates the **Points** entered for the other assessments in the grid. You can manually change the field if necessary.
- 6 (Optional) Share the assignment with other classes as desired.
- 7 Click **Save**.

Select one or more assessments on each report card and/or interim:

4	5th Grade Report Card	Points	5
<input checked="" type="checkbox"/>	Math Grade (total)	10	
<input type="checkbox"/>	Final		
<input type="checkbox"/>	Reads, writes, compares & rounds decimals		
<input type="checkbox"/>	Multiplies multi-digit whole numbers		
<input type="checkbox"/>	Solves long division problems		
<input type="checkbox"/>	Applies the four operations to decimals		
<input type="checkbox"/>	Solves multi-step measurement conversion problems		
<input type="checkbox"/>	Represents & interprets data on a line plot		
<input type="checkbox"/>	Solves volume problems		
<input type="checkbox"/>	Graphs points on a coordinate plane		
<input type="checkbox"/>	Interprets coordinate graphs		
<input type="checkbox"/>	Writes & interprets numerical expressions		
<input type="checkbox"/>	Calculates, graphs, & interprets ordered pairs		
<input checked="" type="checkbox"/>	Adds & subtracts fractions	5	
<input checked="" type="checkbox"/>	Multiplies & divides fractions & whole numbers	5	

Assignment Marks

After adding an assignment, the **Marks** tab becomes available. Use this screen to enter marks for the individual assignment you created.

Fractions Worksheet

Assignment Type: **Homework** Assigned: **4/1/19** Due: **4/2/19** Weight: **1** Post the marks to the web
 Exclude from student averages

Students	5th Grade Report Card			Missing	Late	Exclude	Comments
	Math Grade (total) Points (10)	Adds & subtracts... Points (5)	Multiplies & divid... Points (5)				
Dunn, Calvert	7	3	4	<input type="checkbox"/>	<input type="checkbox"/>		
Gardner, Tionna	10	5	5	<input type="checkbox"/>	<input type="checkbox"/>		Great job!
Grant, Alvaro	8	4	4	<input type="checkbox"/>	<input type="checkbox"/>		
Hawkins, Baylee	9	4	5	<input type="checkbox"/>	<input type="checkbox"/>		
Hudson, Olga	6	3	3	<input type="checkbox"/>	<input type="checkbox"/>		
Knight, Galina	missing	missing	missing	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Mills, Dalton	8	5	3	<input type="checkbox"/>	<input type="checkbox"/>		
Nichols, Isabella	5	3	2	<input type="checkbox"/>	<input type="checkbox"/>		
Palmer, Simone	10	5	5	<input type="checkbox"/>	<input type="checkbox"/>		Great job!
Perkins, Jarret	9	5	4	<input type="checkbox"/>	<input type="checkbox"/>		
Rose, Paige	5	3	2	<input type="checkbox"/>	<input type="checkbox"/>		
Smith, Finlay	7	5	2	<input type="checkbox"/>	<input type="checkbox"/>		
Spencer, Landon	8	3	5	<input type="checkbox"/>	<input type="checkbox"/>		
Stephens, Wayland	7	2	5	<input type="checkbox"/>	<input type="checkbox"/>		
Stone, Maximillian	10	5	5	<input type="checkbox"/>	<input type="checkbox"/>		Great job!

orange – Default assessment column whose total is calculated by marks entered in the other assessment columns (can be changed manually).

green – Enter marks in the cells in these assessment columns.

blue – Right-click within a cell to display a context menu with choices for quick mark entry.