



ProgressBook®
GradeBook

HB410 Attendance

Hours Totals

Training Guide

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HB410 Attendance Hours Checklist

To display HB410 attendance hours on the **Report Card Entry** screen and in ParentAccess, complete the following items.

Enable HB410 attendance hours.

On the **Absence Totals** screen, select the desired **Name** from the drop-down list, and then select the **Use?** checkbox for **SIS Absence Hours** and **SIS Present Hours** (and **SIS Number of Times Tardy** or **Times Tardy**). **Save.**

Create HB410 attendance total assessments.

In the **Report Card Builder**, be sure to change the mode to **Testing**. Then, click the **Assessments** tab. On this tab, select the attendance course from the **Course** drop-down list, and then enter the names you would like to use for the attendance totals. Enter the sequence number, select a **Mark Type** of **Points**, and select a **Default Calculation** of **Average**. Leave the **Default Grading Scale** de-selected. Select **Y** for **Pull Mark?** and **Print Mark?**, and select **N** for **Value Req?**. **Save.**

Set requirements for which reporting periods use the HB410 attendance total assessments.

Click the **Requirements** tab. Locate the newly added attendance assessments and select the checkbox in each column for the reporting period(s) you want to use these assessments. **Save.**

(ONLY FOR ADVANCED CALCULATIONS) Set up advanced calculations for HB410 totals.

Click the **Advanced Calcs** tab. Select the attendance course from the **Course** drop-down list. In each drop-down list that displays, select the method that corresponds with the newly added attendance assessments. **Save.**

Select HB410 attendance total template pieces.

Click the **Template** tab. In the **Option** column, locate the name of the attendance template piece that corresponds with the assessments you added earlier. Select the **Course** that has your new attendance assessments. **Save.**

Map identifiers to template pieces.

Click the **Mappings** tab. Select the **Course** with the attendance assessments, and then for each reporting period that will use the HB410 totals, select the associated identifier from the drop-down list. **Save.**



Enable HB410 Attendance Hours

In order to use the HB410 attendance hour totals, an administrator must enable the totals on the **Absence Totals** screen. Totals on this screen may have been created in GradeBook, but the HB410 totals you select are pulled from StudentInformation.

1. On the **Administrator Home Page**, below **Named Codes**, click **Absence Totals**.

The screenshot shows the ProgressBook Administrator Home Page. At the top, there is a navigation bar with the ProgressBook logo and links for Home, GradeBook, Principal, Guidance, Clerical, Curriculum, Food, Attendance, and PA Admin. Below the navigation bar, there is a welcome message and a dropdown menu for selecting a district, currently set to 'Wooster City (wstr)'. The main content area is divided into several sections: 'Named Codes' (with a sub-section for 'Absence Totals' circled in red), 'Run a Report' (with a dropdown menu and a 'Run' button), 'District Setup', 'Annual Setup', 'Grading Setup', 'Tools', and 'Report Builder'. Each section contains a list of links to various administrative functions.

The AVAILABLE CALCULATIONS that display on the ABSENCE TOTALS screen with an asterisk (shown on page 2), when selected, display on the REPORT CARD ENTRY screen. If you want these to display in ParentAccess, you must also select the ATTENDANCE TOTALS item on the PAGE LEVEL SECURITY screen in ParentAccess Administration for Parents, Students, and/or Teachers.

A+ Enable HB410 Attendance Totals (continued)

2. On the **Absence Totals** screen, in the **Name** drop-down list, select the set of absence totals you want to edit.
3. In the **Available Calculations** column, locate **SIS Present Hours** and **SIS Absence Hours**. In the **Use?** column for those items, select the checkboxes.
4. Click **Save**.

ProgressBook | Absence Totals | Home | GradeBook | Principal | Guidance | Clerical | Curriculum | Food | Attendance | PA Admin |

Welcome ProgressBook Administrator

1) Check the box next to the calculations that you would like to use, then press Save.
2) Click the Edit link to select the attendance codes to use in each calculation.

Name: WOHS - Absence Totals

Use?	Available Calculations	Type	Included Codes
<input checked="" type="checkbox"/>	Days Possible	HR	N/A
<input checked="" type="checkbox"/>	Days Present	HR	N/A
<input checked="" type="checkbox"/>	Excused Period Absences	PE	AB Excused AB, Absent from Class, School Function, Alternative Room Placement Edit
<input checked="" type="checkbox"/>	Unexcused Period Absences	PE	In-School Suspension (I), Out-of-School Suspension (O), Absent - Unexcused (U) Edit
<input checked="" type="checkbox"/>	SIS Present Hours *	HR	N/A
<input checked="" type="checkbox"/>	Times Tardy *	HR	Edit
<input checked="" type="checkbox"/>	Total Absences *	HR	Edit
<input checked="" type="checkbox"/>	Period Tardies *	PE	Excused Tardy, Unexcused Tardy Edit
<input checked="" type="checkbox"/>	Total Period Absences *	PE	AB Excused AB, Absent from Class, Unexcused Edit
<input checked="" type="checkbox"/>	SIS Absence Hours *	HR	N/A
<input type="checkbox"/>	Excused Absences	HR	
<input type="checkbox"/>	Excused Tardies	HR	
<input type="checkbox"/>	SIS Number of Times Tardy *	HR	N/A
<input type="checkbox"/>	Unexcused Absences	HR	
<input type="checkbox"/>	Unexcused Tardies	HR	
<input type="checkbox"/>	Period Excused Tardies	PE	
<input type="checkbox"/>	Period Unexcused Tardies	PE	

[Save](#)

Note: When selected on this screen, calculations with an asterisk (*) are used to display attendance information in ParentAccess and on the **Report Card Entry** screen.

SIS Number of Times Tardy is not required by ODE and may not be necessary for your district. It is recommended that you use either SIS Number of Times Tardy OR Times Tardy, but not both to avoid discrepancies in the totals.



Add Attendance Hours to Report Card Templates

In order to use the HB410 attendance hour totals on elementary report cards, you must add them to the report card templates using the following procedure.

1. On the **Administrator Home Page**, below **Grading Setup**, click **Report Card Builder**.

The screenshot shows the ProgressBook Administrator Home Page. The navigation bar includes 'Home | GradeBook | Principal | Guidance | Clerical | Curriculum | Food | Attendance | PA Admin'. The main content area is divided into several sections: 'Named Codes', 'Run a Report:', 'Tools', 'District Setup', 'Annual Setup', 'Grading Setup', 'Miscellaneous', and 'Report Builder'. The 'Grading Setup' section is highlighted, and the 'Report Card Builder' link is circled in red.

2. On the **Report Cards** screen, click  beside the report card you want to edit.

The screenshot shows the ProgressBook Report Cards screen. The navigation bar includes 'Home | GradeBook | Principal | Guidance | Clerical | Curriculum | Food | Attendance | PA Admin'. The main content area displays a table of report cards. The 'Grades 4-6 Report Card' row is highlighted, and the play button icon in the 'Actions' column is circled in red.

Name	Type	Format	Mode	Integration	Compile Results	Actions
▶ KG – 2nd Grade Report Card	Report Card	Elementary	Active	None	Warnings	   
▶ Grades 4-6 Report Card	Report Card	Elementary	Testing	None	Compile Needed	   
▶ Junior High Report Card	Report Card	Secondary	Active	None	Warnings	   
▶ High School Report Card	Report Card	Secondary	Active	None	Compile Needed	   
▶ High School Honors Report Card	Report Card	Secondary	Active	DASL Live	Warnings	   

[Add a Report Card](#) [Compile All Active Changed Report Cards](#)

A+ Add Attendance Hours to Report Card Templates (continued)

3. On the **General** tab, on step 7, select the **Testing** radio button for the report card mode and save.
4. Click the **Assessments** tab.
5. In the **Course** drop-down list, select the course used for attendance assessments.
6. In the **Assessment** column, enter the appropriate names for the new attendance hours.
7. Enter the desired sequence number in the **Seq#** column.
8. In the **Mark Type** column, in the drop-down list, select **Points**.
9. Do not select a **Default Grading Scale**.
10. In the **Default Calculation**, in the drop-down list, select **Average**.
11. In the **Pull Mark?** column, in the drop-down list, select **Y**.
12. In the **Print Mark?** column, in the drop-down list, select **Y**.
13. In the **Value Req?** column, in the drop-down list, select **N**.
14. Click **Save**.

Course: Attendance

Assessment	Seq#	Mark Type	Default Grading Scale	Default Calculation	Pull Mark?	Print Mark?	Value Req?	Del?
Days Absent	10	Points	N/A	Average	Y	Y	N	<input type="checkbox"/>
Days Tardy	20	Points	N/A	Average	Y	Y	N	<input type="checkbox"/>
Promoted	30	Checkmark for Rep	N/A	None	N	Y	N	<input type="checkbox"/>
Assigned	40	Checkmark for Rep	N/A	None	N	Y	N	<input type="checkbox"/>
Retained	50	Checkmark for Rep	N/A	None	N	Y	N	<input type="checkbox"/>
Grade next year	60	TextBox	N/A	None	N	Y	N	<input type="checkbox"/>
Absence Hours	70	Points	N/A	Average	Y	Y	N	<input type="checkbox"/>
Presence Hours	80	Points		Average	Y	Y	N	<input type="checkbox"/>
*								
*								
*								
*								

Group these assessments under Special Subjects? Yes No

Default Assessment used when running the GradeBook Configuration Utility

Attendance Default Assessment

Save

A+ Add Attendance Hours to Report Card Templates (continued)

15. Click the **Requirements** tab.
16. Locate the newly added attendance assessments and select the check boxes in the corresponding reporting period columns that should use the new hours.
17. Click **Save**.

Check the reporting periods that are evaluated for each assessment.

Assessments	1Th	2Th	3Th
Music			
Identify elements of music using developmentally appropriate vocabulary (e.g. rhythm, syllables and solfege)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Read, write and perform using eighth notes, quarter notes, half notes and quarter rests in 2/4 and 4/4 meter	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Read, write and perform using pentatonic (la-sol-mi-re-do) melodies on the treble staff in G-do, F-do, and C-do using a system (e.g. solfege, numbers or letters)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Attended Performance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Comments (115 characters MAX!)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Art			
Applies art concepts to create works of art that communicate ideas and demonstrates a beginning understanding of art materials	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Completes art activities to the best of their ability by using time effectively	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Comments (115 characters MAX!)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Attendance			
Days Absent	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Days Tardy	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Promoted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assigned	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Retained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grade next year	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Absence Hours	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Presence Hours	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Select All Do-Select All

Save

IF YOU ARE USING ADVANCED CALCULATIONS, FOLLOW THESE STEPS NEXT:

- a) Click the **Advanced Calcs** tab.
- b) In the **Course** drop-down list, select the course used for attendance hour totals.
- c) In each drop-down list that displays, select the method that corresponds with the newly added attendance assessments.
- d) Click **Save**.

Choose the method for populating each mark.

Assessments	1st 9 wk	2nd 9 wk	1st Sem Ex	1st Sem Av	3rd 9 wk
Grading	Pull from Gradebook	Pull from Gradebook			Pull from Gradebook
Period Mark	Pull from Gradebook	Pull from Gradebook			Pull from Gradebook
Comment 1	Manual Entry	Manual Entry			Manual Entry
Comment 2	Manual Entry	Manual Entry			Manual Entry
Exam Mark			Pull from Gradebook		
Semester Final				System Calculation	
Absence Hours	Pull from SISAbsenceHours	Pull from SISAbsenceHours	Pull from SISAbsenceHours	Manual Entry	Pull from SISAbsenceHours
Presence Hours	Pull from SISPresentHours	Pull from SISPresentHours	Pull from SISPresentHours	Manual Entry	Pull from SISPresentHours

Save

A+ Add Attendance Hours to Report Card Templates (continued)

18. Click the **Template** tab.
19. In the **Option** column, locate the name of the attendance template piece that corresponds with the assessments you added earlier.
20. Select the **Course** used for your new attendance assessments.
21. Click **Save**.

Build your report card/interim format.

Standard Elementary Report Card (8 1/2 * 14 portrait)

ID	Description	Option	Course	Font	Size	Color	Weight	Align	Text Color	Background Color
105	Message 2 (1/2 width & border)			Arial	8 pt			1		
110	Marks (3 columns, 1/2 Width)	Learning Skills		Arial	8 pt			0		
111	Class Comments (T1-T3, Half Width, 4 rows)	Learning Skills		Arial	8 pt			1		
120	Marks (3 columns, 1/2 Width)	Art		Arial	8 pt			0		
121	Class Comments (T1-T3, Half Width, 2 rows)	Art		Arial	8 pt			1		
199	Column Break			Arial	2 pt			1		
205	Attendance (1/2 width, Present, Tardy, Absent)	Attendance	Attendance	Arial	8 pt			1		
207	End of Year Placement (Promoted, Placed, Retained)	Attendance		Arial	8 pt			1		
220	Marks (3 columns, 1/2 Width)	Music		Arial	8 pt			0		
221	Class Comments (T1-T3, Half Width, 2 rows)	Music		Arial	8 pt			1		
230	Marks (3 columns, 1/2 Width)	Physical Educat		Arial	8 pt			0		
231	Class Comments (T1-T3, Half Width, 2 rows)	Physical Educat		Arial	8 pt			1		
299	Column Break			Arial	2 pt			1		

Print Teacher Names?

[Save](#) [Preview](#)

22. Click the **Mappings** tab.
23. Select the **Course** with the attendance assessments.
24. For each reporting period that will use the HB410 totals, select the associated identifier from the drop-down list.
25. Click **Save**.

Course: Attendance

Enter identifiers to map to the report card template.

Assessments	1Tr	2Tr	3Tr
Days Absent			
Days Tardy			
Promoted			#Promoted#
Assigned			#Placed#
Retained			#Retained#
Grade next year			
Absence Hours	#SISAbsenceHours#	#SISAbsenceHours#	#SISAbsenceHours#
Presence Hours	#SISPresentHours#	#SISPresentHours#	#SISPresentHours#

[Save](#)

A+ Add Attendance Hours to Report Card Templates (continued)

26. Click the **General** tab.
27. In step 7, select the **Active** radio button to re-enable the report card for use.
28. Click **Save**.
29. Compile the report card on the **Compile** tab.

26 General Grade Levels Periods Courses Assessments Requirements Protected Marks Average Calcs Template Mappings Mess 29 Compile Preview

1)	Enter a name for the report card: <input type="text" value="KG-2nd Grade Report Card"/>
2)	Choose the type of report that will be produced: <input checked="" type="radio"/> Report Card <input type="radio"/> Interim Report
3)	Select a format for the report: <input checked="" type="radio"/> Elementary <input type="radio"/> Secondary (Elementary style report cards have different assessments for each subject area. Secondary style report cards use the same assessments for all courses.)
4)	Select the template for printing: <input type="text" value="Standard Elementary Report Card (8 1/2 * 14 portrait)"/>
5)	Which Average Calculation Method would you like to use? <input type="text" value="Use Basic Calculations (Default)"/>
6)	Select the rounding precision to use when averaging numeric grades: <input type="text" value="2"/>
	Select the rounding precision to use when averaging from letter grades: <input type="text" value="2"/>
27	7) Select the report card mode: <input checked="" type="radio"/> Active <input type="radio"/> Inactive <input type="radio"/> Testing
8)	Choose the data integration method: <input type="text" value="None"/>
	Choose the data integration source: <input type="text" value="None"/> (For Batch and Live Only)
9)	Allow school administrators to update this report card setup? <input type="radio"/> Yes <input checked="" type="radio"/> No (If you choose no, administrators will still be able to view the setup.)
10)	Post on Parent Access? <input checked="" type="radio"/> Yes <input type="radio"/> No
11)	Pull grades for previous marking periods from: <input type="radio"/> Report Card <input checked="" type="radio"/> Interim Report (This option is for running Interim Reports only.)
12)	Override all grades above and below the defined thresholds and round to the nearest threshold: <input checked="" type="radio"/> Disabled <input type="radio"/> Enabled (This option is for grades calculated using points.)

[Delete](#) 28



Display Attendance Hours in ParentAccess

HB410 totals display on report cards after teachers publish them, but they can also display on the **Daily Attendance** screen.

1. On the **ParentAccess Administration** screen, below **District Setup**, click **Page Level Security**.

The screenshot shows the 'ParentAccess Administration' interface. Under the 'District Setup' section, the 'Page Level Security' link is highlighted with a red circle. Other sections include 'Manage Website Content' and 'Manage Accounts'.

2. In the **Student** section, below **Attendance**, select the checkbox(es) for the role(s) that you want to be able to see the **Attendance Totals**.
3. Click **Save**.

The screenshot shows the 'Page Level Security' configuration page. A table allows selecting roles for various menu items. The 'Attendance Totals' checkbox is circled in red. A 'Save' button is also circled in red.

Check the roles to grant access for the Menu Items.

Student	GradeBook	Parent	Student
Home	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Attendance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Attendance Totals	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Grades	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Homework Planner	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Schedule	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
View Transportation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
View Locker	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
View Homeroom	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Report Card	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
View Official Report Cards	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Course Request	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Activities	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Submit Student Activity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Resources	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Fees	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

A+ *Display Attendance Hours in ParentAccess (continued)*

The following totals then display on the **Daily Attendance** screen in ParentAccess.

The screenshot shows the 'Daily Attendance' interface in ProgressBook. On the left is a navigation menu with categories: STUDENT INFORMATION (Home, Grades, Planner, Schedule, Attendance, Activities, Resources, Report Card, Course Request, Fees), SCHOOL INFORMATION (News, Calendar, Class Information), and FAMILY INFORMATION (My Account, Student Profile). The main content area is titled 'Daily Attendance' and includes a 'View Period Attendance' button. Below this, a period selector shows '2nd 9 weeks (Oct 22 - Dec 20)' with a dropdown menu listing '1st 9 wk', '2nd 9 wk', '1st Sem Ex', '3rd 9 wk (now)', '4th 9 wk', '2nd Sem Ex', and 'Summary'. An 'Attendance Details' table follows, with columns for 'Date' and 'Absence Type'. The table contains two rows: 'Oct 23 Unexcused' and 'Oct 22 Unexcused'. Below the table, a summary bar displays 'Total Present Hours: 251.97' and 'Total Absence Hours: 1.53', with the latter circled in red. At the bottom right, it says 'Read from: StudentInformation'.

Date	Absence Type
Oct 23	Unexcused
Oct 22	Unexcused

Total Present Hours: 251.97 Total Absence Hours: 1.53