



Welcome Back!



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Table of Contents

Class Roster	1
Seating Chart.....	2
Attendance.....	3
Student Profile	4
Creating Assignments.....	5
Grading Assignments.....	6
GradeBook Grid	7
Grade Weights	9

Class Roster Quick Reference

Codes display in this column to show if student is absent or tardy.

Number of missing assignments: click to view list of assignments

Update Roster

Hide Attendance

ProgressBook - Class Roster

GradeBook | [Notifications] [User] [Help]

Dashboard / 5-Day / Grid

Class: AMERICAN LITERATURE: 11

Name	Order	Group	Hide?
Dunn, Calvert	<input type="text"/>	Inclusion	<input type="checkbox"/>
Gardner, Tionna	<input type="text"/>	Gifted	<input type="checkbox"/>
Grant, Alvaro	<input type="text"/>	Inclusion	<input type="checkbox"/>
Hawkins, Baylee	<input type="text"/>	Gifted	<input type="checkbox"/>
Hudson, Olga	<input type="text"/>	Gifted	<input type="checkbox"/>
Knight, Galina	<input type="text"/>	Gifted	<input type="checkbox"/>
Mills, Dalton	<input type="text"/>	Inclusion	<input type="checkbox"/>
Nichols, Isabella	<input type="text"/>	Inclusion	<input type="checkbox"/>

Add Students

Save

	Student has medical concern(s)
	Student has custody notice(s)
	Student has disability concern(s)
	Student has miscellaneous note(s)
	Current date is student's birthday
	Student has forms in SpecialServices
	Student has withdrawn from class
	Click to enter daily comment
	Daily comment has been entered

Class	Select class roster to display
Order	Enter number to indicate order in which students should display
Group	Add student to a student group
Hide	Hide student from Class Roster on Class Dashboard
Add Students	Add students to your class roster (if enabled by your district)

Seating Chart Quick Reference

Classroom Administration

- [Seating Chart](#)
- [Daily Attendance](#)
- [Period Attendance](#)
- [Post Homework](#)
- [Class Notifications](#)
- [View ParentAccess Website](#)

ProgressBook - Seating Chart GradeBook | Help | Sign Out

GradeBook

Dashboard Seating Chart: American Lit A

Teacher's Desk

Discipline Issues

Seating Chart Key

- | | | | |
|--|----------------------------|--|------------------------|
| | create new | | add students |
| | edit chart | | add desks |
| | display chart | | add labels |
| | auto arrange | | take daily attendance |
| | manually arrange | | take period attendance |
| | edit/delete items on chart | | print chart |

To take attendance from the SEATING CHART, in the CLASSROOM ADMINISTRATION area of the CLASS DASHBOARD, click BY SEATING CHART after DAILY ATTENDANCE or PERIOD ATTENDANCE.

Attendance Quick Reference

Class Administration

- [Seating Chart](#)
- [Daily Attendance \(HR\)](#)**
- [Lunch Counts](#)
- [Period Attendance](#)
- [Post Homework](#)
- [Post Class Information](#)

Click here to take Daily Attendance

ProgressBook Daily Attendance GradeBook | Help | Sign Out

GradeBook

Dashboard Class: AMERICAN LITERATURE: 11 Date: 07/23/2018

Attendance has not been taken in ProgressBook.

Students	Grade	Daily Att	Students	Grade	Daily Att
Dunn, Calvert	10	<input type="text"/>	Palmer, Simone	10	<input type="text"/>
Gardner, Tionna	10	<input type="text"/>	Perkins, Jarret	10	<input type="text"/>
Grant, Alvaro	10	<input type="text"/>	Rose, Paige	10	<input type="text"/>
Hawkins, Baylee	10	<input type="text"/>	Smith, Finlay	10	<input type="text"/>
Hudson, Olga	10	EXCUSED ABSENCE	Spencer, Landon	10	<input type="text"/>
Knight, Galina	10	<input type="text"/>	Stephens, Wayland	10	<input type="text"/>
Mills, Dalton	10	<input type="text"/>	Stone, Maximilian	10	<input type="text"/>
Nichols, Isabella	10	<input type="text"/>			

[Save](#)

Even if all of your students are present, you must click SAVE to submit your attendance information to the school.

Class Administration

- [Seating Chart](#)
- [Daily Attendance \(HR\)](#)
- [Lunch Counts](#)
- [Period Attendance](#)**
- [Post Homework](#)
- [Post Class Information](#)

Click here to take Period Attendance

ProgressBook Period Attendance GradeBook | Help | Sign Out

GradeBook

Dashboard Class: MATHEMATICS 5: 2 Date: 07/23/2018 Action: [Save](#)

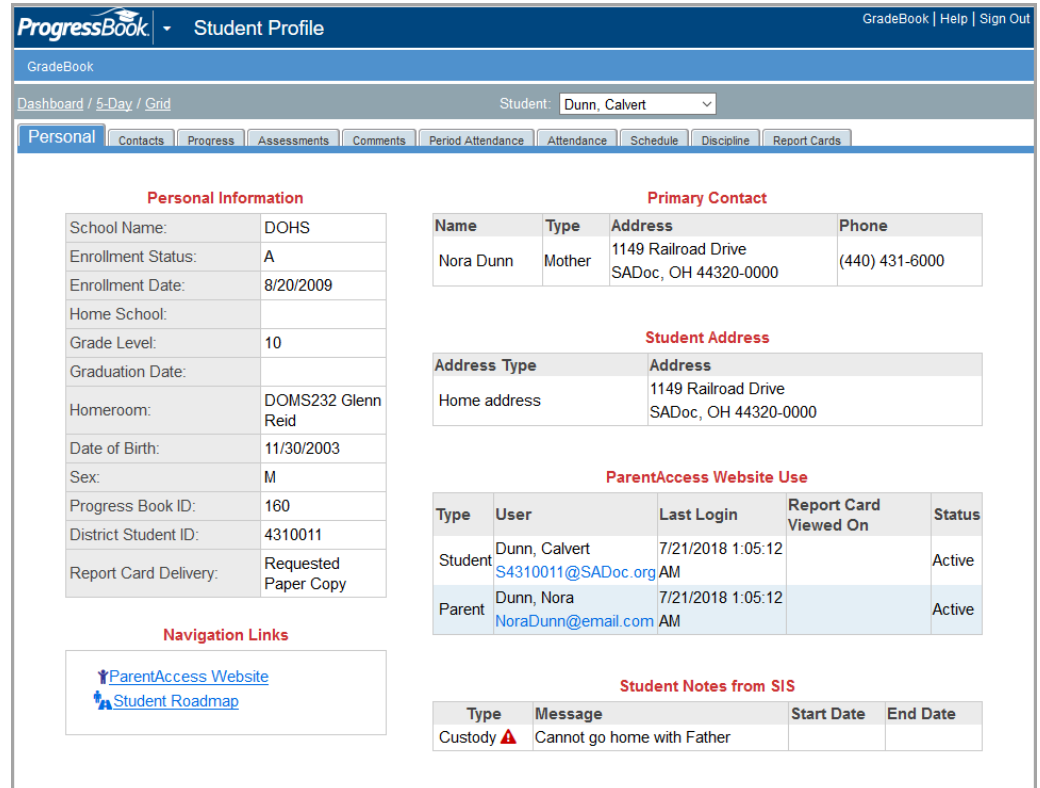
Attendance has not been taken in ProgressBook.

Student	Grade	Class Attendance	Student	Grade	Class Attendance
Barnes, Amara	05	<input type="text"/>	Perry, Baxter	05	<input type="text"/>
Bennett, Deva	05	<input type="text"/>	Powell, Clementine	05	<input type="text"/>
Coleman, Porter	05	<input type="text"/>	Price, Sanford	05	<input type="text"/>
Flores, Thad	05	<input type="text"/>	Ross, Giovanni	05	<input type="text"/>
Hughes, Laria	05	<input type="text"/>	Smith, Faina	05	<input type="text"/>
Jenkins, Malaya	05	<input type="text"/>	Washington, Willette	05	<input type="text"/>
Long, Jeanine	05	<input type="text"/>	Wood, Ira	05	Field Trip
Patterson, Onus	05	<input type="text"/>			Period Absence
					Suspended
					Tardy

[Save](#)

Student Profile Quick Reference

Personal	View school enrollment information, links for ParentAccess & the Student Roadmap, primary contact info, address info, ParentAccess parent/student usage info, and alerts from SIS.
Contacts	View student's contacts in read-only format.
Progress	View student's progress in your class (student's average, individual assignment weights, missing assignments, late assignments, and period attendance).
Assessments	View report card and interim grades as well as progress reports for all classes.
Comments	Enter comments about the student (these do not display on any reports or on ParentAccess).
Period Attendance	View student's period attendance for the current day's classes.
Attendance	View dates and reasons the student was absent (includes AM/PM absence info).
Schedule	View the student's schedule, including course, section, room, teacher, period, and attendance.
Discipline	If enabled by your school, you can create a discipline referral. You can also view a list of discipline referrals that you have previously entered for the student.
Report Cards	View a list of the current year's report cards that have been published to permanent storage. Click the name of a report card to view and/or print it as a PDF.



ProgressBook Student Profile GradeBook | Help | Sign Out

GradeBook

Dashboard / 5-Day / Grid Student: **Dunn, Calvert**

Personal | Contacts | Progress | Assessments | Comments | Period Attendance | Attendance | Schedule | Discipline | Report Cards

Personal Information

School Name:	DOHS
Enrollment Status:	A
Enrollment Date:	8/20/2009
Home School:	
Grade Level:	10
Graduation Date:	
Homeroom:	DOMS232 Glenn Reid
Date of Birth:	11/30/2003
Sex:	M
Progress Book ID:	160
District Student ID:	4310011
Report Card Delivery:	Requested Paper Copy

Primary Contact

Name	Type	Address	Phone
Nora Dunn	Mother	1149 Railroad Drive SADoc, OH 44320-0000	(440) 431-6000

Student Address

Address Type	Address
Home address	1149 Railroad Drive SADoc, OH 44320-0000

ParentAccess Website Use

Type	User	Last Login	Report Card Viewed On	Status
Student	Dunn, Calvert S4310011@SADoc.org	7/21/2018 1:05:12 AM		Active
Parent	Dunn, Nora NoraDunn@email.com	7/21/2018 1:05:12 AM		Active

Navigation Links

[ParentAccess Website](#)
[Student Roadmap](#)

Student Notes from SIS

Type	Message	Start Date	End Date
Custody ⚠	Cannot go home with Father		

Assignment Details Quick Reference

The screenshot shows the 'Assignment Details' page in ProgressBook. The breadcrumb trail is 'Dashboard / 5 Day / Grid'. The current class is 'Algebra 2: 02', the period is 'Q2', and the assignment is '12/16 Chapter 4 & 5 Quiz'. The 'Main' tab is selected, and the 'Marks' sub-tab is active, with a callout 'Enter marks for the assignment' pointing to the input field. The 'Description' is 'Chapter 4 & 5 Quiz', 'Assignment Type' is 'Quizzes', 'Assigned Date' is '12/02/2011', and 'Points' is '75'. The 'Sequence' field has a callout 'Enter a number to designate the order of floating assignments'. The 'Due Date' is '12/16/2011' and the 'Weight' field has a callout 'Enter a number other than 1 to weight the assignment'. The 'Assign to Student Group' dropdown is set to 'All Students' with a callout 'Assign to specific group of students'. Below these are several checkboxes: 'Set up as a floating assignment?' (unchecked), 'Exclude from student averages?' (unchecked), 'Post to the homework web page?' (checked), 'Add this assignment to the assignment bank?' (checked), and 'Post the marks to the web?' (checked). At the bottom, there are 'Select All' and 'De-Select All' buttons, and a 'Save' button with a callout 'Click Save after setting up your assignment details'. A sidebar on the left contains links for 'Add an Assignment', 'Import an Assignment', 'Delete the Assignment', and 'Copy the Assignment', along with an 'Online Learning' section and a note about linking assignments to activities.

Set up as a floating assignment?	Create an assignment with no due date so students can complete the assignment at different times
Post to the homework web page?	Post the assignment to the ASSIGNED WORK area of the ParentAccess PLANNER
Add this assignment to the assignment bank?	Save this assignment for future use in the Assignment Bank
Exclude from student averages?	Exclude assignment from affecting student averages
Post the marks to the web?	Post marks for the assignment to the PARENTACCESS ASSIGNMENTS area

Assignment Marks Quick Reference

Main Standards **Marks**

New Assignment | Import Assignment | Delete the Assignment | Copy the Assignment | Import the Marks

Go to **Assignment Details** screen

Introduction to Poetry Terms

Assignment Type: **Homework** Assigned: **10/30/17** Due: **10/30/17** Points: **10** Weight: **1**

Post marks to ParentAccess Post the marks to the web
Exclude from student averages

Students	Mark	Missing	Late	Exclude	Comments
Al-Aishi, Mohammed	8	<input type="checkbox"/>	<input type="checkbox"/>		
Farley, Jeanne	10	<input type="checkbox"/>	<input type="checkbox"/>		
Friedrich, Mark	5	<input type="checkbox"/>	<input type="checkbox"/>		
Greene, Roy	10	<input type="checkbox"/>	<input type="checkbox"/>		
Hershberger, Kaley	9.5	<input type="checkbox"/>	<input type="checkbox"/>		
Jackson, Monique	10	<input type="checkbox"/>	<input type="checkbox"/>		
McAllister, Todd	missing	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
McNulty, Christopher	excluded	<input type="checkbox"/>	<input type="checkbox"/>	Exclude	
Miller, Larry	7	<input type="checkbox"/>	<input type="checkbox"/>		
Montague, Carlo	7	<input type="checkbox"/>	<input type="checkbox"/>		
Morgan, David	8	<input type="checkbox"/>	<input type="checkbox"/>		
O'Meara, Sarah	late	<input type="checkbox"/>	<input type="checkbox"/>		Turn in for half credit
Potter, Cameron	8	<input type="checkbox"/>	<input type="checkbox"/>		
Smith, Darren	10	<input type="checkbox"/>	<input type="checkbox"/>		
Tallman, Sherry	late	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Turn in for half credit

Enter mark

Set to Exclude or Exclude and post

Right-click in a cell to open the context menu

- Missing (Ctrl + Shift + M)
- Late (Ctrl + Shift + L)
- Exclude (Ctrl + Shift + E)
- Exclude and Post (Ctrl + Shift + X)
- Fill Column (Ctrl + Shift + C)
- Clear Column (Ctrl + Shift + Delete)



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GradeBook Grid Quick Reference

Key to colors or icons that may display in cells

Toggle between the basic key (Late and Missing) or the detailed key displaying all icons and colors

ProgressBook GradeBook Grid

Dashboard Class: Algebra I: 1 Period: 4th 9 wk View: Dated Assignments Type: All Use Classic Grid

Notification Sent Comment Excluded as Lowest Excluded & Post Excluded as Lowest & Post Late Missing Indicators Basic All

Assignment Types: All Filter grid by type of assignment

Withdrawn Displays average from all reporting periods until now

VirtualClassroom discussion and quiz

Select a page of the GradeBook Grid by entering a number or by using the back and forward arrows

Red numbers indicate the student received extra credit

Class summary

Average of all assignments in the class by student

	03/13	03/14	03/16	03/17	03/23					
Average Points	4.7	8	1.6	7.6	1.7	1.9	13.5	23.5	38.5	2
Possible Points	5	8	2	10	2	2	15	34	45	2
Average Percent	94%	100%	80%	76%	85%	95%	90%	69.1%	85.6%	100%
Assignment Weight	1	1	1	1	1	1	1	1	1	1

*NOTE: More information displays on the reverse side of this card.



ProgressBook®

GradeBook

GradeBook Grid Quick Reference

ProgressBook GradeBook Grid

Class: Language Arts 1: 3 Period: 3Tri View: Dated Assignments Type: All Use Classic Grid

Notification Sent Comment Excluded as Lowest Excluded & Post Excluded as Lowest & Basic All

Filter list by student or student group

Create new assignment

Select dated assignments or floating assignments

Roster

+ New Assignment

Assignment type

Set grid preferences

Missing assignment and absences counts

Different assessments under individual assignment

Click to add daily comment

Gray bars separate CS2 assignments

Indicates daily comment has been added

Select check boxes to post marks to parents and students

Students	Cmt	Avg	Miss	Att	Applies grade l...	Understands s...	Reads with suf...	Acquires and u...	Capitalizes, sp...	Spelling Work...	Applies grade l...	Understands s...	Acquires and u...	Grammar Time
Austin, Alyssa <i>w</i>					—	—	—	—	—	—	—	—	—	—
Avino, Nick			3	3	3	3	3	3	3	3	—	—	—	—
Bailey, Lucinda			3	2	3	2	3	3	3	3	—	—	—	—
Carmichael, Bryan			2	2	—	—	—	—	—	—	—	—	—	—
Cunningham, Izzy <i>w</i>			—	—	—	—	—	—	—	—	—	—	—	—
Dorkson, Elizabeth			2	3	1	2	3	3	3	excluded	—	—	—	—
Flintson, Andrew			2	3	3	3	3	3	3	3	—	—	—	—
Hafner, Brianna			1	1	2	1	2	2	2	missing	—	—	—	—
King, Bruce			3	3	2	1	2	2	2	3	—	—	—	—
Krupp, Donald			3	3	2	3	—	—	—	2	—	—	—	—
Long, Vince			1	3	3	3	2	3	3	missing	—	—	—	—
McCats, Jillian			2	2	2	2	2	2	2	late	—	—	—	—
Miller							2	1	—	late	—	—	—	—
O'Brian							2	3	—	excluded	—	—	—	—
Patel,							3	3	—	2	—	—	—	—
Average Points														
Possible Points														
Average Percent														
Assignment Weight			1	1	1	1	1	1	1	1	1	1	1	1
Post Marks to the Web?			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*NOTE: More information displays on the reverse side of this card.

Grade Weights Quick Reference

- Average Calc Setup
 - [Set Up Assignment Types](#)
 - [Set Up Calc. Methods & Weights](#)
 - [Set Up Grading Scales](#)

ProgressBook - Average Calculation Setup GradeBook | Help | Sign Out

GradeBook

Class Dashboard Class: AMERICAN LITERATURE: 11

Choose the calculation frequency:

Automatically recalculate the GradeBook after each change

I will recalculate the GradeBook when needed

Choose a calculation option:

Use the same calculation for each grading period

Use different calculations for each grading period

Select the Calculation Method: Weighted Average ▾

If you have chosen to use Weighted Average, you will see the following grid:

Assignment Type	Weight
Test	25
Homework	25
Quizzes	25
Extra Credit	
Class Work	25

[Save](#)

Copy this setup to the following classes:

AMERICAN LITERATURE: 11
 AMERICAN LITERATURE: 12
 COMPOSITION: 21
 COMPOSITION: 22
 MATHEMATICS 5: 1
 MATHEMATICS 5: 2
 READING 5: 1
 READING 5: 2
 Literature

[Select All](#)
 [Un-Select All](#)
 [Copy](#)

When you are entering weights, you can use simple numbers or numbers that represent a percent of the student's overall grade.

If you choose to use different calculations for each reporting period, a grid displays for each reporting period in the **Select the Calculation Method** area.

An extra credit assignment type cannot be used as a weighted average because the system cannot divide by zero. Leave the field blank so that it is not counted in the students' averages.