ProgressBook® VirtualClassroom

Course Collaboration

Training Guide

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Table *of* *Contents*

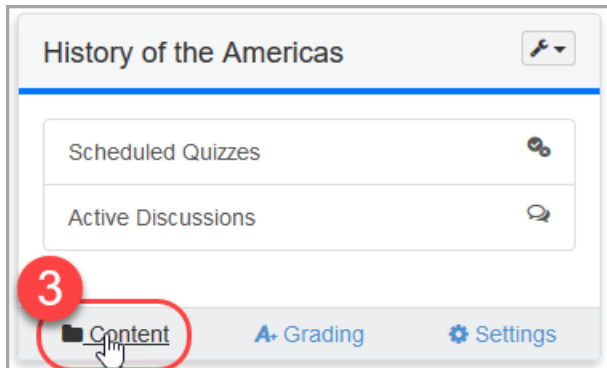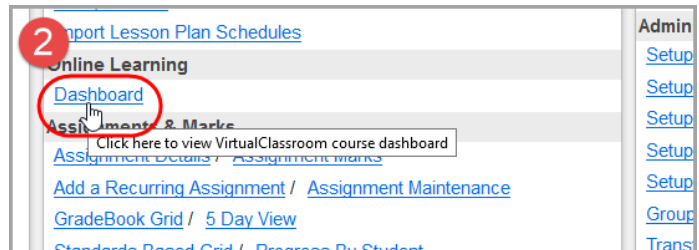This page intentionally left blank.

*Lesson*Objectives

- 🎓 Understand collaborator roles
- 🎓 Assign collaborator roles
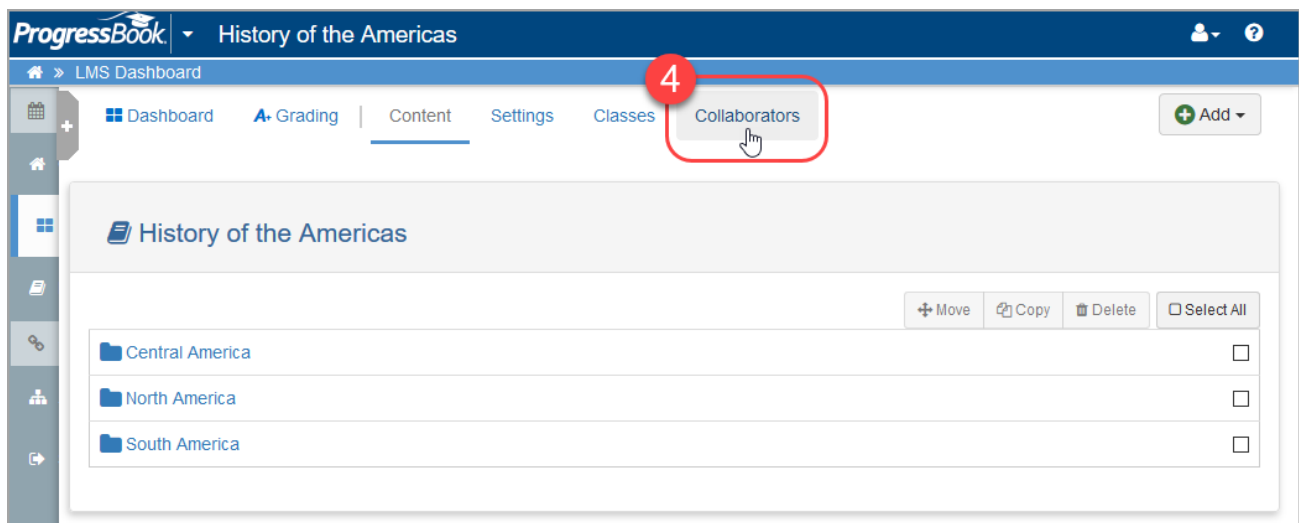
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Access & *Navigation*

1. Log in to GradeBook.

2. On the **Teacher Home Page,** under **Online Learning,** click **Dashboard**.

3. Click **Content** on the course on which you want to collaborate with another educator.

4. At the top of the **Content** screen, click **Collaborators**.

The **Collaborators** screen displays.

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Understanding Roles

In VirtualClassroom, three roles are available when collaborating on a course: **Owner**, **Contributor**, and **Reader**. The capabilities of these roles are outlined below:

Owner

- Create, edit, and delete content
- Add or change roles of other contributors
- Adjust course settings
- Tie course to classes
- Assign activities to students
- Rename or delete course

Contributor

- Create, edit, and delete content
- Tie course to classes
- Assign activities to students

Reader

- Tie course to classes
- Assign activities to students

On the next page, view a more comprehensive chart of tasks each role can perform.

Understanding *Roles (continued)*

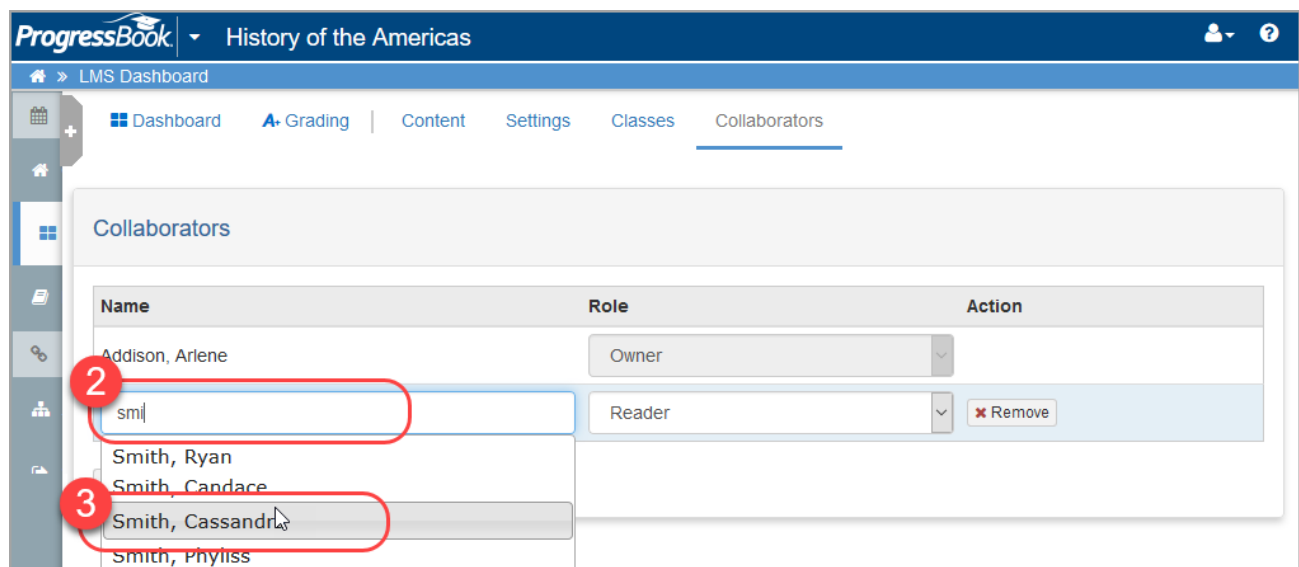|	Owner	Contributor	Reader
Edit Course Name/ Description	x		
Edit Course Color	x	x	x
Delete Course	x		
Hide/Reorder Course	x	x	x
Copy Course	x		
Create Folders, Activities, and Resources	x	x	
Edit Name, Instructions, and Paging Options for Quizzes	x	x	
Add, Edit, Delete, and Reorder Quiz Questions	x	x	
Edit Discussion Name, Instructions, and Settings	x	x	
Assign Activities	x	x	x
Rename Folders and Resources	x	x	
Edit Resource Publish Status and Dates	x	x	
Copy Activity Within Course	x	x	
Import Content into Other Courses	x		
Delete Content	x	x	
Move Content	x	x	

Assigning Roles

1. On the **Collaborators** screen, click **Add Collaborator**.

2. In the **Name** column, type at least the first three characters of the desired collaborator's last name.

3. From the list that displays, select the name of the collaborator you want to add.

4. In the **Role** column, select a role from the drop-down list.

Collaborators

Name	Role	Action
Addison, Arlene	Owner	
Smith, Cassandra	Reader	✖ Remove
	Reader	
	Contributor	
	Owner	

④

+ Add Collaborator

Once you select a name and role for a collaborator, the screen saves your updates automatically. Subsequent changes to a person's role also save automatically.

If you're the owner of a course and want others to stop collaborating with you, you can always return to the COLLABORATORS screen and click REMOVE in the row of the person you want to delete.

Collaborators

Name	Role	Action
Addison, Arlene	Owner	
Smith, Cassandra	Contributor	✖ Remove

+ Add Collaborator