



ProgressBook®
VirtualClassroom

Course Setup

Training Guide

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Lesson Objectives



Create an online course within VirtualClassroom



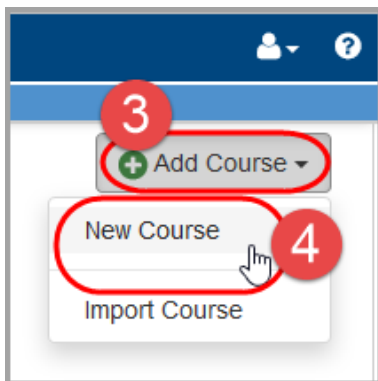
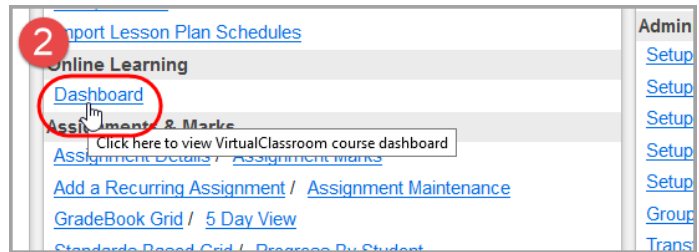
Tie the online VirtualClassroom course to a GradeBook Class

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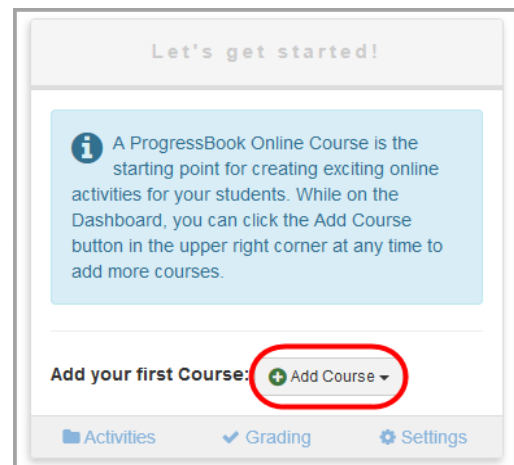
Access & Navigation

1. Log in to GradeBook.
2. On the **Teacher Home Page**, under **Online Learning**, click **Dashboard**.



3. Click the **Add Course** button that displays at the top right of the screen.
4. Click **New Course**.

*If you have never created a course before, the **ADD COURSE** button also displays in the **LET'S GET STARTED!** pane.*



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Name & Description

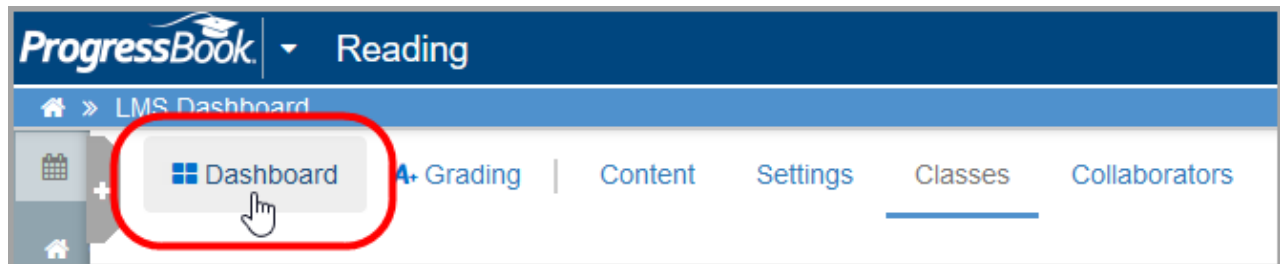
1. On the **Add new course** window, enter the desired name for your course.
2. Click **Create**.

3. Optional: On the **Course Settings** window, enter a description for your course.
4. Optional: If you do not want the course to display on the **Dashboard** at this time, by **Options**, select the **Hide on dashboard** check box. You can access it from the Personal area of the ProgressBook Library.
5. Optional: Select the color that you want to display on the course's pane on the **Dashboard**.
6. Click **Update**.

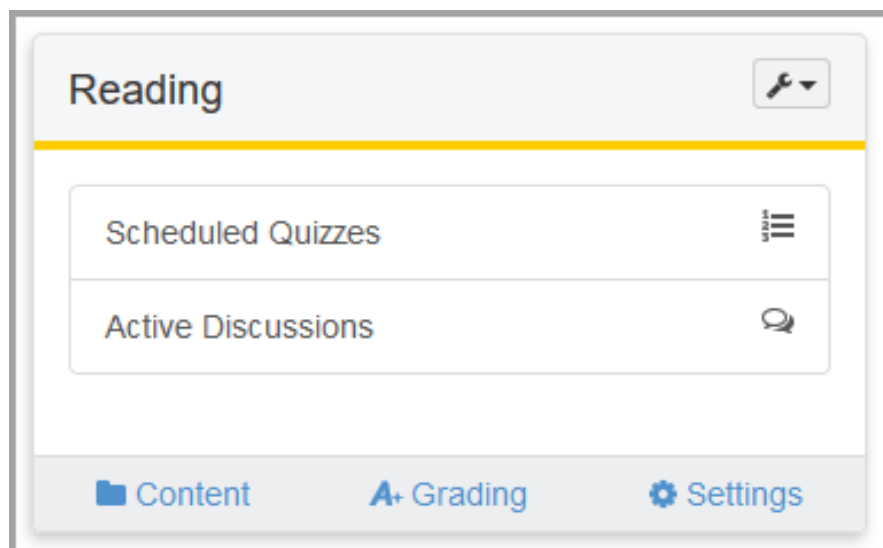


Name & Description *(continued)*

7. At the top of the screen, click **Dashboard**.



Your newly created course displays on this screen.



You should now be able to

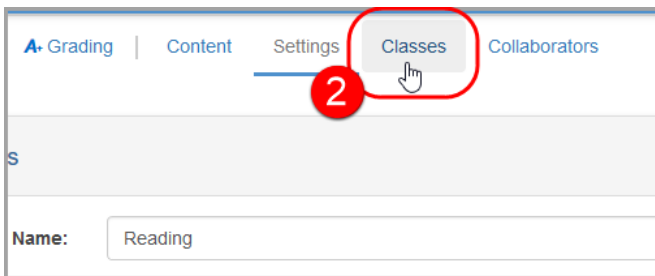
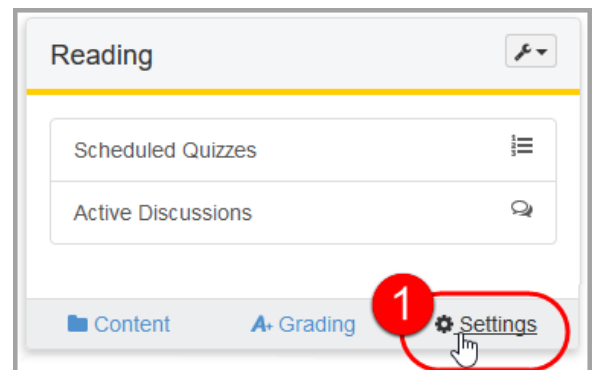
- ☐ create a new course with a name, description, and color stripe
- ☐ find your new course
- ☐ find your course if you chose to hide it from your dashboard



Tying Your Online Course to Your GradeBook Class

Before you can assign activities to your students, you need to tie your VirtualClassroom courses to at least one GradeBook class.

1. In the course you want to tie to a GradeBook class, click **Settings**.



2. Click **Classes**.

3. On the **Classes** screen, under **GradeBook Classes**, select the check box in the row of the GradeBook class you want to tie to your VirtualClassroom course.

Name	Course
<input type="checkbox"/> AMERICAN LITERATURE : 119	AMERICAN LITERATURE : 119
<input type="checkbox"/> AMERICAN LITERATURE : 120	AMERICAN LITERATURE : 120
<input type="checkbox"/> COMPOSITION : 179	COMPOSITION : 179
<input type="checkbox"/> COMPOSITION : 180	COMPOSITION : 180
<input type="checkbox"/> MATHEMATICS 5 : 59	MATHEMATICS 5 : 59
<input type="checkbox"/> MATHEMATICS 5 : 60	MATHEMATICS 5 : 60
<input checked="" type="checkbox"/> READING 5 : 59	READING 5 : 59
<input checked="" type="checkbox"/> READING 5 : 60	READING 5 : 60

You can always tie more than one GradeBook class to your VirtualClassroom course.



Tying Your Online Course to Your GradeBook Class (continued)

When you select a check box on the **Classes** screen, that information saves automatically. Tying your VirtualClassroom course to at least one GradeBook class allows you to assign activities to your students and post resources. The activities you assign display right on your **Class Dashboard** just like any other assignment. Marks from these activities can automatically post to GradeBook from VirtualClassroom if you choose that option.

At any time, you can remove the connection between your online course and your GradeBook class by de-selecting the check box in the row of the GradeBook class you no longer want tied to your VirtualClassroom course.

GradeBook Classes	
Name	
<input type="checkbox"/>	AMERICAN LITERATURE: 119
<input type="checkbox"/>	AMERICAN LITERATURE: 120
<input type="checkbox"/>	COMPOSITION: 179
<input type="checkbox"/>	COMPOSITION: 180
<input type="checkbox"/>	MATHEMATICS 5: 59
<input type="checkbox"/>	MATHEMATICS 5: 60
<input checked="" type="checkbox"/>	READING 5: 59
<input checked="" type="checkbox"/>	READING 5: 60



You should now be able to

- ☐ select GradeBook classes to associate with your VirtualClassroom course
- ☐ de-select GradeBook classes that you no longer want associated with your VirtualClassroom course