



ProgressBook®
VirtualClassroom

Enabling VirtualClassroom *Training Guide*

Software Answers, Inc.
6770 Snowville Rd., Suite 200
Brecksville, Ohio 44141

www.progressbook.com
www.software-answers.com

© 2017 Software Answers, Inc. All Rights Reserved. All other company and product names included in this material may be Trademarks, Registered Trademarks or Service Marks of the companies with which they are associated. Software Answers, Inc. reserves the right at any time and without notice to change these materials or any of the functions, features, or specifications of any of the software described herein.

This page intentionally left blank.





Table of Contents

Lesson Objectives	1
Enable for Districts	3
Enable for Schools	5

This page intentionally left blank.



LessonObjectives

-  Enable for districts
-  Enable for schools

This page intentionally left blank.



Enable for Districts

In order for your district to begin using VirtualClassroom, you must enable it in GradeBook. Enabling VirtualClassroom for a district then gives you the ability to enable it by school within the district.

1. On the **Administrator Home Page**, click **District Features**.

ProgressBook Administrator Home Page

Welcome ProgressBook Administrator

Select a district: **Wooster City (wstr)**

Named Codes

- [Named Codes](#)
- [School Named Codes](#)
- [Absence Reason](#)
- [Absence Totals](#)
- [Absence Types](#)
- [Admission Codes](#)
- [Attendance Days](#)
- [Attendance Note](#)
- [Contact Types](#)
- [Instructional Cycles](#)
- [Student Status Codes](#)
- [Withdrawal Codes](#)
- [Address Type Codes](#)
- [Period/Block Codes](#)

Run a Report: Select a Report

District Setup

- [District](#)
- [Schools](#)
- [Grade Levels](#)
- [Rooms](#)
- [Lunches](#)
- [District Features](#)
- [School Features](#)
- [3rd Party API Settings](#)

Annual Setup

- [School Calendars](#)
- [Homerooms](#)
- [Courses](#)
- [Classes](#)
- [Students](#)
- [Staff](#)

Grading Setup

- [Reporting Periods](#)
- [Cross Reference](#)
- [Mark Types](#)
- [Grading Scales](#)
- [Report Card Builder](#)

Tools

Miscellaneous

- [Check Software Version](#)
- [Data Integration Status](#)
- [Attendance Export](#)
- [Import Marking Patterns](#)
- [Recalculate GradeBook](#)
- [Delete Students](#)
- [Update Email Address](#)
- [Change Your Password](#)

Even though teachers can always access VirtualClassroom and create content, they can only assign activities once VirtualClassroom has been enabled for their individual district and school.



Enable for Districts (continued)

2. On the **Feature Selection** screen that displays, in the **Use?** column in the row of **VirtualClassroom**, select the check box.
3. Click **Save**.

Welcome ProgressBook Administrator

Feature Name	Use?
Parent/Student Access	<input checked="" type="checkbox"/>
Standards	<input checked="" type="checkbox"/>
Teacher Roster Setup for All Courses	<input checked="" type="checkbox"/>
Lunch Counts	<input checked="" type="checkbox"/>
Special Services	<input checked="" type="checkbox"/>
Debugging for DASL (Keep off unless testing)	<input checked="" type="checkbox"/>
Enable Attendance Short Comments	<input checked="" type="checkbox"/>
Import DASL External Student Status Code	<input checked="" type="checkbox"/>
Staff Password Changes	<input checked="" type="checkbox"/>
VirtualClassroom	<input checked="" type="checkbox"/>
Class Notifications	<input checked="" type="checkbox"/>
EOC Course (SMS only)	<input checked="" type="checkbox"/>
Attendance Audit (OCPS only)	<input checked="" type="checkbox"/>

Save

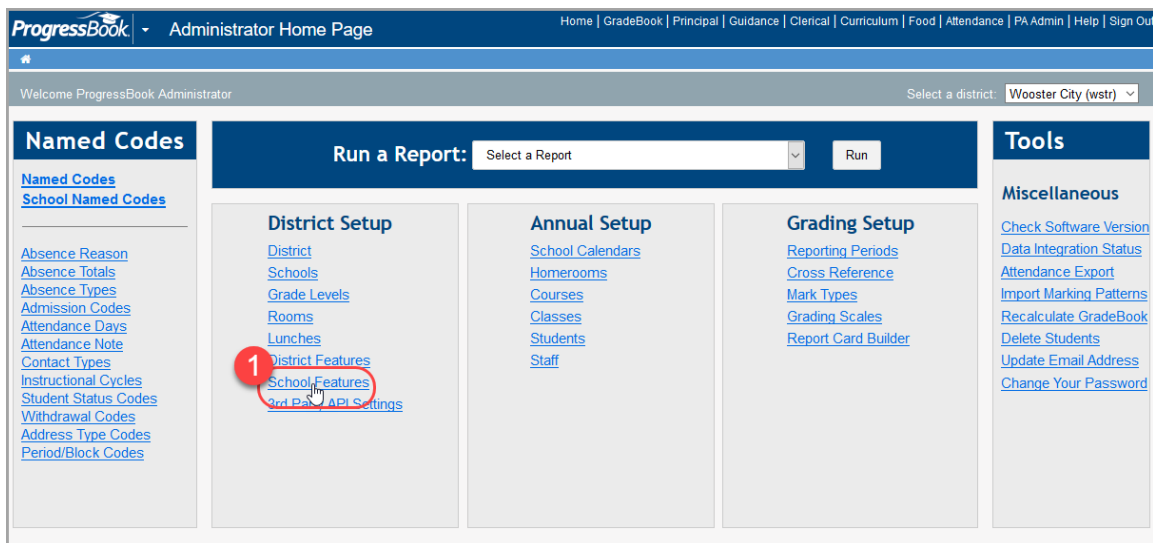
Now that you have enabled VirtualClassroom for your district, you can grant access to individual schools (or select all of them).



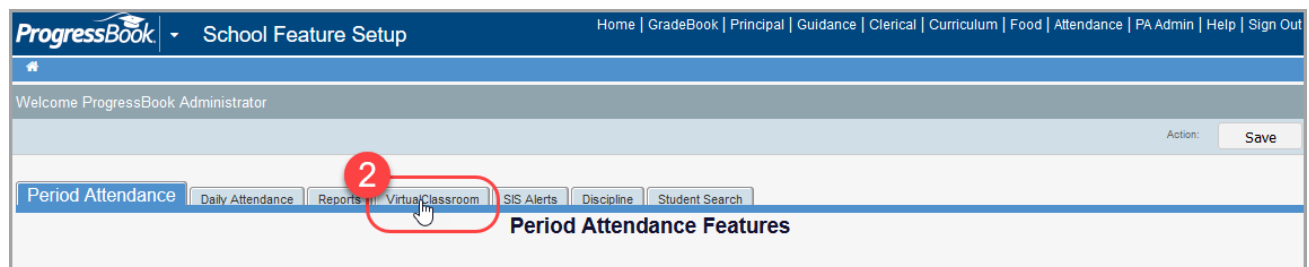
Enable for Schools

In order for a particular school to begin assigning activities to students from VirtualClassroom, you must enable the feature for the school from within GradeBook. Enabling VirtualClassroom for a school can only be completed *after* you have enabled it in **District Features**.

1. On the **Administrator Home Page**, click **School Features**.



2. On the **School Feature Setup** screen that displays, click the **VirtualClassroom** tab.





EnableforSchools (continued)

3. In the row(s) of the school(s) for which you want to enable VirtualClassroom, in the **Allow VirtualClassroom?** column, select the check box.

ProgressBook School Feature Setup

Welcome ProgressBook Administrator

Period Attendance Daily Attendance Reports **VirtualClassroom** SIS Alerts Discipline Student Search

Check the features that you wish to enable at each school.

Show Inactive School(s) ☐

School Name	Allow VirtualClassroom?
Jocksville Elementary School	<input type="checkbox"/>
John Adams Middle School	<input checked="" type="checkbox"/>
Pleasantville High School	<input checked="" type="checkbox"/>
Paleotown Elementary School	<input type="checkbox"/>
Picasteed Middle School	<input checked="" type="checkbox"/>
Las Abejas High School	<input checked="" type="checkbox"/>

Your change saves automatically. Now, when teachers click **Dashboard** under **Online Learning** on the **Teacher Home Page**, they can begin assigning activities.

