



**ProgressBook®**  
***VirtualClassroom***

# **Granting Access to Activities and Resources**

## ***Training Guide***

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# *LessonObjectives*



Grant access to activities



Grant access to resources

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# Access to Activities

Once districts and schools have been granted access to VirtualClassroom so that they can assign online activities, students need to be granted access to view and submit activities from their ProgressBook accounts; teachers need to be granted access to view and submit activities from the **View ParentAccess Web Site** link on the **Class Dashboard**; and parents need to be granted access to view activities in ParentAccess.

1. In GradeBook, on the **ParentAccess Administration** screen, in the **District Setup** section, click **Page Level Security**.

ProgressBook - ParentAccess Administration

Home | GradeBook | Principal | Guidance | Clerical | Curriculum | Food | Attendance | PA Admin | Help | Sign Out

Welcome Paul Masters

**District Setup**

- [District Settings](#)  
Maintain district settings, such as the alias, logo, and document upload options.
- 1** [Page Level Security](#)  
Maintain page level security.
- [Event Categories](#)  
Maintain event category names.
- [Alert Setup](#)  
Schedule or edit email alerts.

**Manage Website Content**

- [District Login Maintenance](#)  
Customize the district login page. For example, set up a district greeting and enable/disable a public calendar.
- [News & Information \(Content\)](#)  
Maintain district and school news, information, and links.
- [District & School Events](#)  
Post district and school events.
- [District & School Forms](#)  
Maintain forms that are posted on the News page. Forms can be uploaded or linked from another website.

**Manage Accounts**

- [Registration Key Maintenance](#)  
Create and maintain system generated registration keys.
- [Export Registration Keys for Letters](#)  
Export registration keys in CSV file to produce letters.
- [ParentAccess Account Maintenance](#)  
Update user accounts.

*Because accounts with the Parent role **CANNOT** submit student activities, students in classes that use VirtualClassroom **MUST** have their own student ProgressBook accounts.*

*VirtualClassroom must be enabled at the district and school level in order for teachers to have the ability to assign online activities.*



## Access to Activities (continued)

2. In the **Activities** row, select the check box in the corresponding **GradeBook**, **Parent**, and **Student** columns to give those roles access to view activities.
3. In the **Submit Student Activity** sub-row, select the check box in the corresponding **GradeBook** and **Student** columns (**Parents** cannot submit activities) to give those roles access to submit activities.
4. At the top right of the screen, click **Save**.

Welcome ProgressBook Administrator

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**Save**

**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"/>
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"/>

The role(s) whose check box(es) you selected can now view and/or submit student activities.





# Access to Resources

If you want teachers to be able to post resources for their students (or their students' parents) to view from their ProgressBook accounts, students and parents must be granted access in **Page Level Security** to view them.

1. In GradeBook, On the **ParentAccess Administration** screen, in the **District Setup** section, click **Page Level Security**.

ProgressBook - ParentAccess Administration

Home | GradeBook | Principal | Guidance | Clerical | Curriculum | Food | Attendance | PA Admin | Help | Sign Out

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**District Setup**

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Maintain forms that are posted on the News page.

**Manage Accounts**

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Create and maintain system generated registration keys.
- [Export Registration Keys for Letters](#)  
Export registration keys in CSV file to produce letters.
- [ParentAccess Account Maintenance](#)  
Update user accounts.

*VirtualClassroom does NOT need to be enabled by district or by school in order for teachers to post resources or for students or parents to view them.*

*Students and parents can view resources on the RESOURCES screen in ParentAccess.*



## Access to Resources (continued)

2. In the **Resources** row, select the check box in the corresponding **GradeBook**, **Parent**, and **Student** columns to give those roles access to view resources.
3. At the top right of the screen, click **Save**.

**ProgressBook** Page Level Security

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**3** Save

**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"/>
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"/>
<b>Resources</b>	<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"/>

**2**

The role(s) whose check box(es) you selected can now view resources from their ProgressBook account(s).