



Overview *Guide*



ProgressBook[®]
VirtualClassroom

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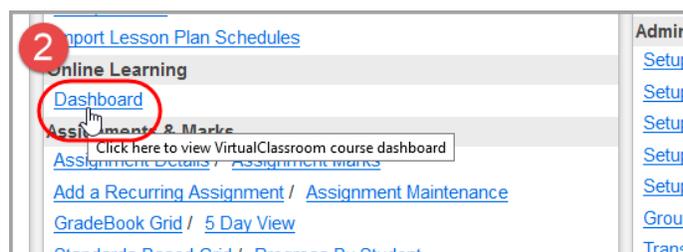
Welcome to VirtualClassroom

VirtualClassroom is a web-based learning management system (LMS) that is integrated with GradeBook. It easily aligns with Common Core and State academic standards and provides the ability for blended learning. Because it is seamlessly linked to GradeBook, you can manage online assignments and grades in a single location.

This guide provides an overview of the major features of VirtualClassroom. More information is available in other training guides and in the ProgressBook VirtualClassroom Teacher Guide.

To access VirtualClassroom:

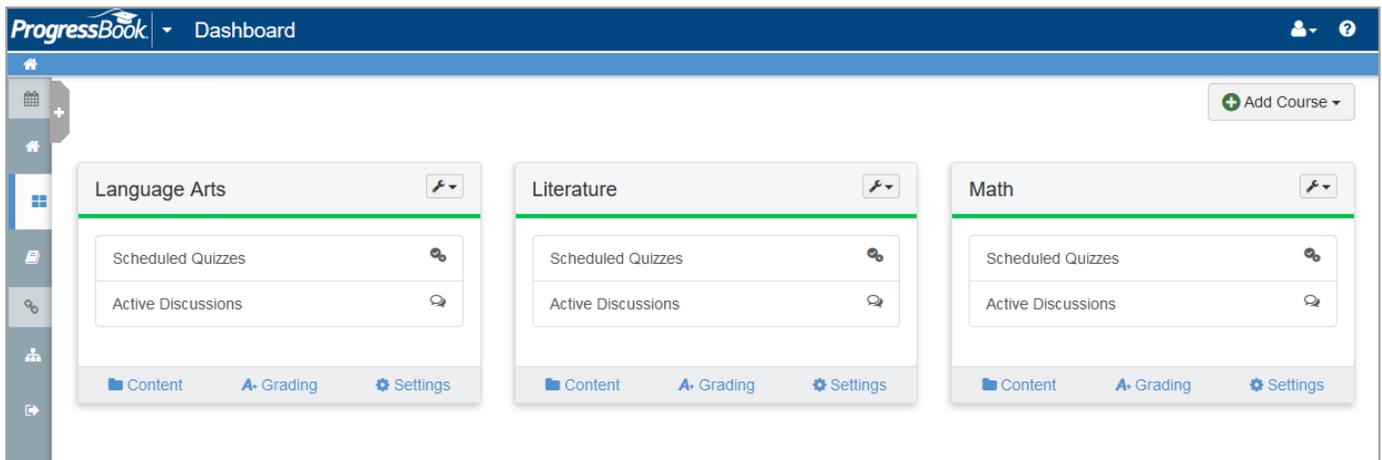
1. Log in to GradeBook.
2. On the **Teacher Home Page**, under **Online Learning**, click **Dashboard**.



The **Dashboard**, explained on the next page of this guide, displays.

Dashboard

The **Dashboard** is the landing page for your VirtualClassroom materials. From here, you can access courses, activities, grading screens, settings screens, the **Recycle Bin**, the **ProgressBook Library**, and more.



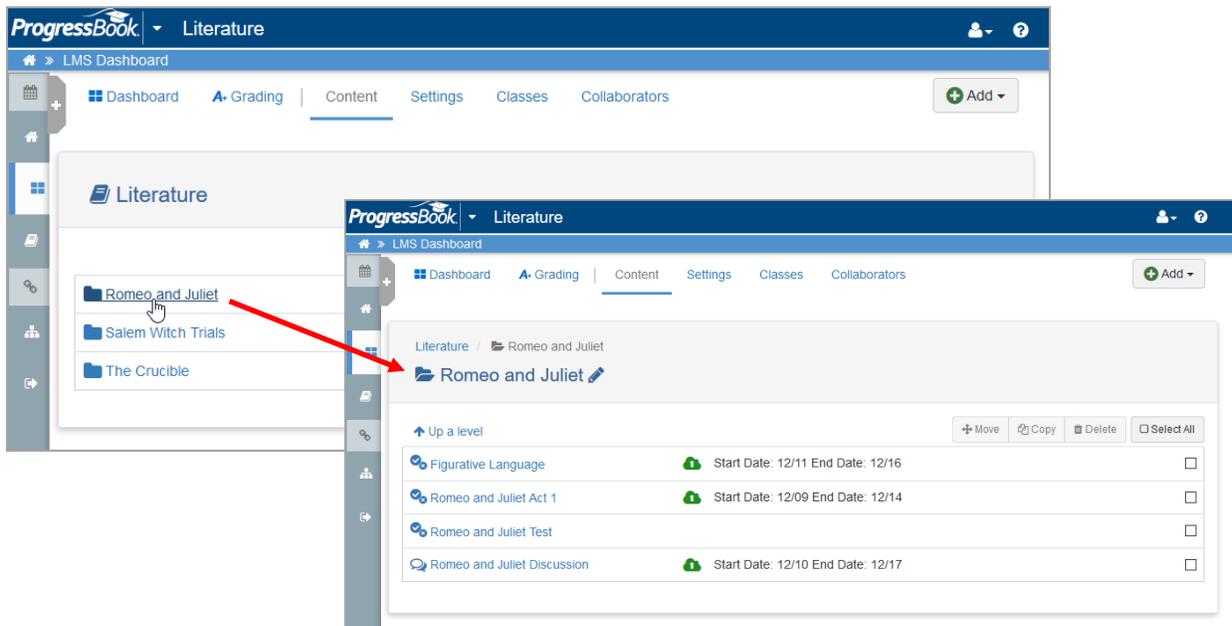
The left side panel allows you to quickly navigate throughout the application. Clicking  takes you back to your **Teacher Home Page** in GradeBook and you do not need to log in a separate time.



Courses

From your **Dashboard**, you can reach all of your online courses.

- Courses can be linked to one or more GradeBook classes that will use the content from the course.
- The content you can create consists of quiz activities and discussion activities that you assign to your students as well as resources that students can view.
- VirtualClassroom also allows you to collaborate with other teachers and curriculum directors to create custom content you can use year after year.
- You can even share these courses with other educators in your district.

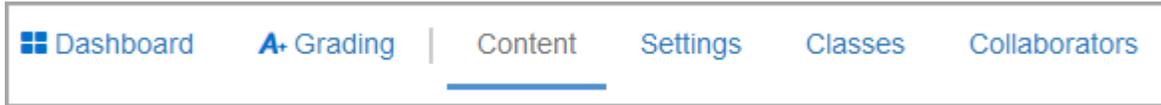


You can keep your quizzes, discussions, and resources organized by setting up folders that you can easily move throughout your course.

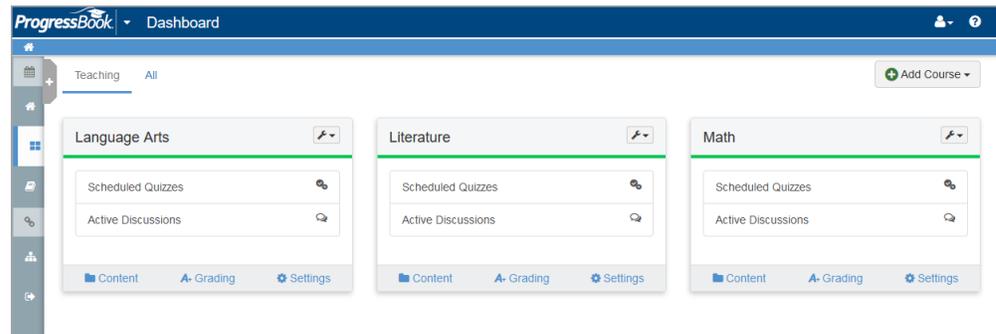


Courses (continued)

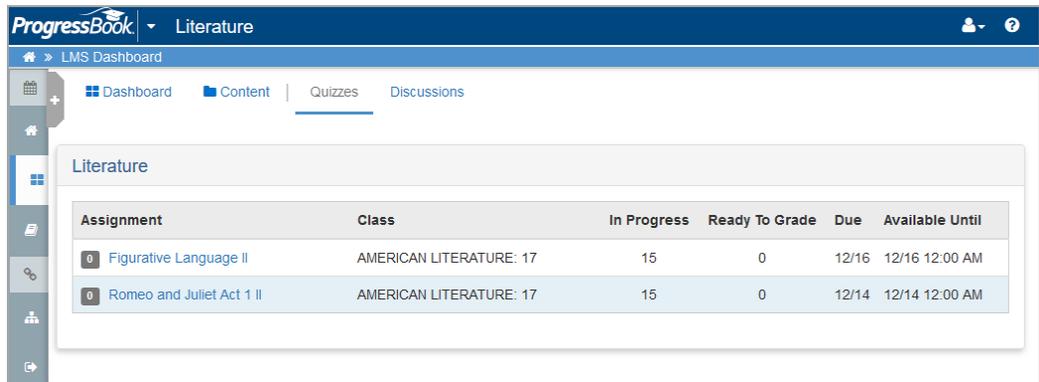
The navigation bar at the top of the **Content** screen provides you with many options for the course.



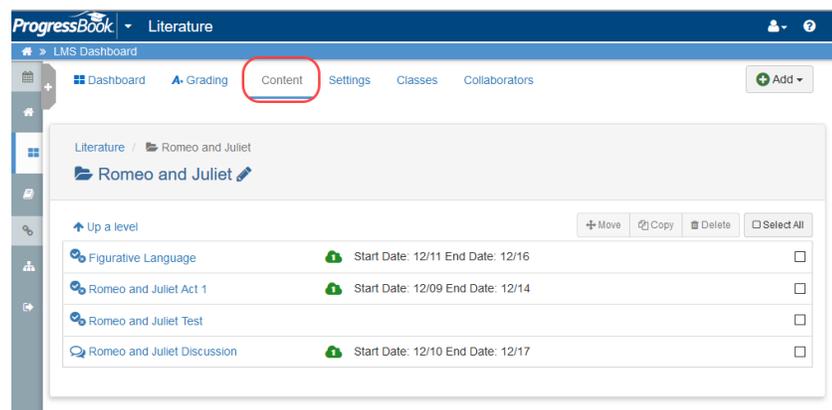
Dashboard –
Access courses



Grading –
Grade activities



Content –
Access course's
folders,
activities,
and resources





Courses (continued)

Settings –

Adjust course name, description, options, and color; export or delete course

The screenshot shows the 'Settings' page for a course named 'Literature'. The 'Name' field is set to 'Literature'. The 'Description' field is empty. There are options for 'Hide on Dashboard' (unchecked) and 'District course' (checked). A 'Selected Color' is shown as green, with a row of color swatches below it. An 'Update' button is at the bottom. Below the settings is an 'Export Course' section with a message: 'Export courses from your ProgressBook Library: Click the Export Course button to save this course in ProgressBook QTI format.' and an 'Export Course' button.

Classes –

Link course to GradeBook class(es)

The screenshot shows the 'Classes' page for a course named 'Literature'. It displays a table of 'GradeBook Classes' with columns for 'Name' and 'Course'. The table lists several classes with checkboxes for selection.

Name	Course
<input checked="" type="checkbox"/> AMERICAN LITERATURE : 17	AMERICAN LITERATURE : 17
<input checked="" type="checkbox"/> AMERICAN LITERATURE : 18	AMERICAN LITERATURE : 18
<input type="checkbox"/> COMPOSITION : 27	COMPOSITION : 27
<input type="checkbox"/> COMPOSITION : 28	COMPOSITION : 28
<input type="checkbox"/> MATHEMATICS 5 : 7	MATHEMATICS 5 : 7
<input type="checkbox"/> MATHEMATICS 5 : 8	MATHEMATICS 5 : 8
<input type="checkbox"/> READING 5 : 7	READING 5 : 7
<input type="checkbox"/> READING 5 : 8	READING 5 : 8

Collaborators –

Add others with whom you want to collaborate

The screenshot shows the 'Collaborators' page for a course named 'Literature'. It displays a table with columns for 'Name', 'Role', and 'Action'. The table lists two collaborators: 'Jones, Robert' with the role 'Owner' and 'Smiles, Mary' with the role 'Contributor'. There is a 'Remove' button next to 'Smiles, Mary'. An 'Add Collaborator' button is at the bottom.

Name	Role	Action
Jones, Robert	Owner	
Smiles, Mary	Contributor	Remove



Courses (continued)

If you post resources to a course, students can access them in their existing ProgressBook accounts from the **Resources** link that displays in the ProgressBook ParentAccess navigation menu. If you have specified a timeframe in which they can view the resource, the end date also displays. When a student clicks the link to the resource, it displays in another browser window or tab.



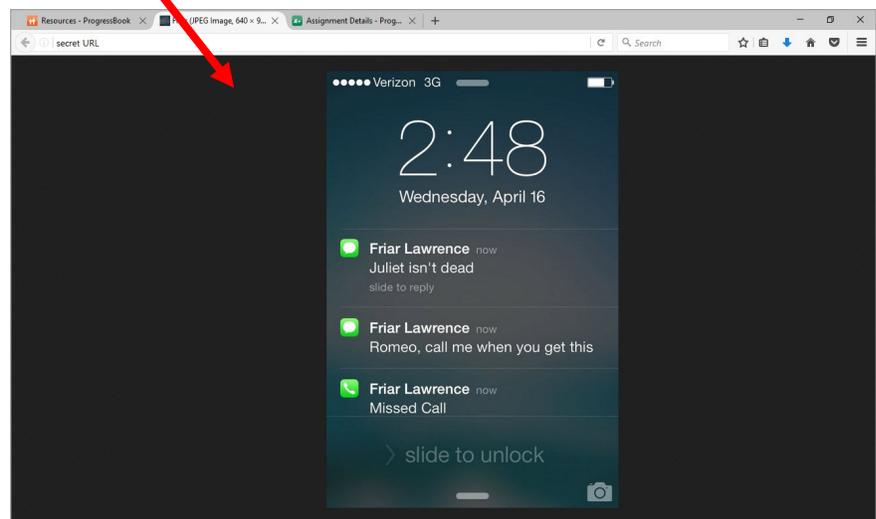
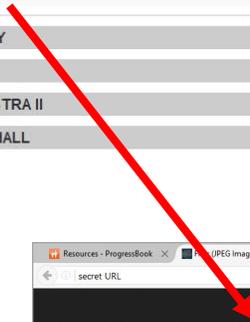
- STUDENT INFORMATION
 - Planner
 - Dashboard
 - Grades
 - Activities
 - Resources**
 - Schedule
 - Report Card
 - Attendance
 - Course Request
 - Fees
- SCHOOL INFORMATION
 - News
 - Calendar
 - Class Information
- ACCOUNT MANAGEMENT
 - Alerts
 - My Account

Resources

Bradley Schmidt
Student ID: 4309014

Expand All Collapse All

▶ ALGEBRA I				
▶ AMERICAN HISTORY				
▼ AMERICAN LITERATURE				
<table><thead><tr><th>Name</th><th>End Date</th></tr></thead><tbody><tr><td>Friar Lawrence</td><td></td></tr></tbody></table>	Name	End Date	Friar Lawrence	
Name	End Date			
Friar Lawrence				
▶ BIOLOGY				
▶ CHOIR II				
▶ ORCHESTRA II				
▶ STUDY HALL				





Activities

In VirtualClassroom, there are two types of activities that you can assign to your students. The first type is the quiz. Quizzes are activities that contain questions (such as multiple choice or essay). This type of activity can be used to create tests, quizzes, homework assignments, or in-class assignments.

The screenshot shows the ProgressBook LMS interface for a quiz titled "Figurative Language". The quiz has 5 questions and is worth 12.5 points. The interface includes navigation tabs for Content, Grading, and Preview, and a table of quiz items.

Question Text	Type	Points
1. Read the following lines from Romeo and Juliet. Choose the answer that BEST indicates the prevalent...	Multiple Choice	2.5
2. "It is the east, and Juliet is the sun!" This line from Romeo and Juliet is an excellent example of which t...	Multiple Choice	2.5
3. Match the character to the description.	Matching	2.5
4. The poetry term _____ best describes Shakespeare's use of figurative language in these words fro...	Fill in the Blank	2.5
	Text or Resource	
5. "But, soft! What light through yonder window breaks? It is the east, and Juliet is the sun!" These word...	Fill in the Blank	2.5

Quiz Items	
Question Types	Non-Question Types
<ul style="list-style-type: none">• True/False• Multiple Choice• Multi-Answer• Fill in the Blank• Matching• Essay• Math Problem	<ul style="list-style-type: none">• Text or Resource• Section



Activities (continued)

The other type of activity you can assign to your students is the discussion. In this type, you create a prompt to which students can respond in a format resembling online forums. Students can view each other's responses as well as respond to them. You can also write direct messages to individual students.

The screenshot shows the ProgressBook interface for setting up a discussion. The page title is "Literature - Discussion Settings" with a "Points: 45" indicator. The "Prompt" section contains a rich text editor with a toolbar and a "Text mode: RTF" button. The prompt text includes an image of Romeo and Juliet, followed by two questions: "Are Romeo and Juliet similar to teens today?" and "How are Romeo and Juliet different than teens today?". Below the prompt, there are settings for "Resources" (with an "Add a Resource" button), "Max Points" (45), "Required Posts" (1), "Points Per Post" (15), "Required Replies" (3), and "Points Per Reply" (10). A "Save" button is located at the bottom left of the settings area.

The students log in to their ProgressBook accounts to participate in these activities. Then, in VirtualClassroom, you have the ability to grade the assignments and post them to GradeBook.



Activities (continued)

Students access their VirtualClassroom activities directly in their existing ProgressBook accounts. An **Activities** link displays in the student's navigation menu. When students click on an activity link, they are taken to the **Activity Details** screen, and then they can navigate to the screens pictured below.

The screenshot shows the 'Activities' page for Bradley Schmidt (Student ID: 4309014). The page is titled 'Activities' and has tabs for 'Assigned', 'Submitted', 'Graded', and 'All'. Below the tabs, there is a 'Group By' dropdown menu set to 'Course' and 'Date'. The main content area is titled 'AMERICAN HISTORY' and shows a table of activities. The table has columns for 'Name', 'Open From', 'Due Date', and 'Info'. Two activities are listed: 'Discuss the Cause and Effect of the French and Indian W...' (Open From: Dec 5, Due Date: Dec 12) and 'The French and Indian War II' (Open From: Dec 9, Due Date: Dec 16). A red arrow points from the 'Info' column of the first activity to the 'Activity Discussion' page.

The screenshot shows the 'Activity Discussion' page for Bradley Schmidt (Student ID: 4309014). The page is titled 'Activity Discussion' and has tabs for 'Activities', 'Details', and 'Discussion'. The main content area is titled 'Discuss the Cause and Effect of the French and Indian War II' and shows 0 posts. Below the title, there is a prompt: 'Identify cause and effect relationships:' followed by two numbered instructions: '1. Explain the source and conflict between the French, Native Americans and English that led to the French and Indian War.' and '2. Empathize with historical individuals to identify their motivations.' Below the instructions, there is a text input field with the placeholder 'Create your new post here' and 'Post' and 'Cancel' buttons. A red arrow points from the 'Activity Discussion' page to the 'French and Indian War' page.

The screenshot shows the 'French and Indian War' page for Bradley Schmidt (Student ID: 4309014). The page is titled 'French and Indian War' and has tabs for 'Activities', 'Details', and 'Questions'. Below the tabs, there is a 'Save & Exit' button. The main content area is titled 'Question 1' and shows a 5-point question: 'Which country _____ gained the most land after the French and Indian War?'. Below the question, there is a 'Response:' field. Below the response field, there is a 'Question 2' and another 5-point question: 'Which country _____ lost the most land after the French and Indian war?'. Below the question, there is a 'Response:' field. A red arrow points from the 'French and Indian War' page to the 'Activity Discussion' page.



Grading and Results

With VirtualClassroom, auto-scoring makes grading quiz activities much easier than with manual grading. All question types except essays and math problems can be auto-scored, so if your quiz only contains questions that can be auto-scored, you can also have VirtualClassroom post the marks to GradeBook automatically. However, if you prefer the personal touch of manual grading, that option is still available.

Student Name	Status	Attempt #	Start Date	Submit Date	Seat Time	Mark
Castillo, Oakes	Submitted	1	12/11 12:00 AM	12/16 12:00 AM	120:00	
Gutierrez, Patrick	Submitted	1	12/11 12:00 AM	12/16 12:00 AM	120:00	
Austin, Siri	New	1				
Carr, Catherine	Partial					
Chapman, Travis	Started					
Franklin, Albion	Partial					
Kelley, Izzy	New					
Oliver, Wanda	Viewed					
Peters, Diederik	New					
Ryan, Mary-Margaret	New					
Schmidt, Bradley	Started					
Smith, Fallon	Partial					
Vasquez, Jayma	Viewed	1				
Wheeler, Lillian	New	1				
Lawson, Gabriel	Graded	1	12/11 12:00 AM	12/16 12:00 AM	120:00	19

Castillo, Oakes
Interjections II
Graded questions are hidden! Score: 14 out of 19

6.) Define Interjection and give an example.
An interjection is a statement to make a point. What? I can't stay out past midnight?!

View Answer Key

5 / 10 100% 50% Zero

Allow student to Redo this question

Add a Comment

Usually, interjections are also made as an aside or interruption.

With discussion activities, based on the required posts and replies you have designated, points are awarded automatically, though you can always change the score based on the content of the posts. You also have the ability to moderate discussions to control the content that the students can view.



Grading and Results (continued)

After any quiz results have been graded and posted to GradeBook, you can view detailed results to determine which students succeeded in which areas and at which standards. Here are some examples below.

Results by question:

ProgressBook Algebra

LMS Dashboard > Content

Content Grading Preview

Algebra Quiz Questions: 12 Points: 12

Details Questions 12 Standards 7 Results

Class: Algebra I: 1 View By: Question

Algebra I: 1 - Algebra Quiz

Student Name	Score	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10	Q11	Q12
Austin, Melinda	8	T	T	A	B	D	C						
Baskin, Shayna	11	T	F	A	B	D	B						
Coolidge, Anthony	9	T	F	A	A	D	B						
Dresden, Tiffany	6.5	F	T	A	C	D	B						
Edison, Mariana	9	T	F	A	B	C	B						
Assignment total :		4/5	3/5	5/5	3/5	4/5	4/5	4/5	0/5	4/5	5/5	4/5	4/5

Correct Incorrect Partial Not Presented

Results by standard:

ProgressBook Algebra

LMS Dashboard > Content

Content Grading Preview

Algebra Quiz Questions: 12 Points: 12

Details Questions 12 Standards 7 Results

Class: Algebra I: 1 View By: Standard

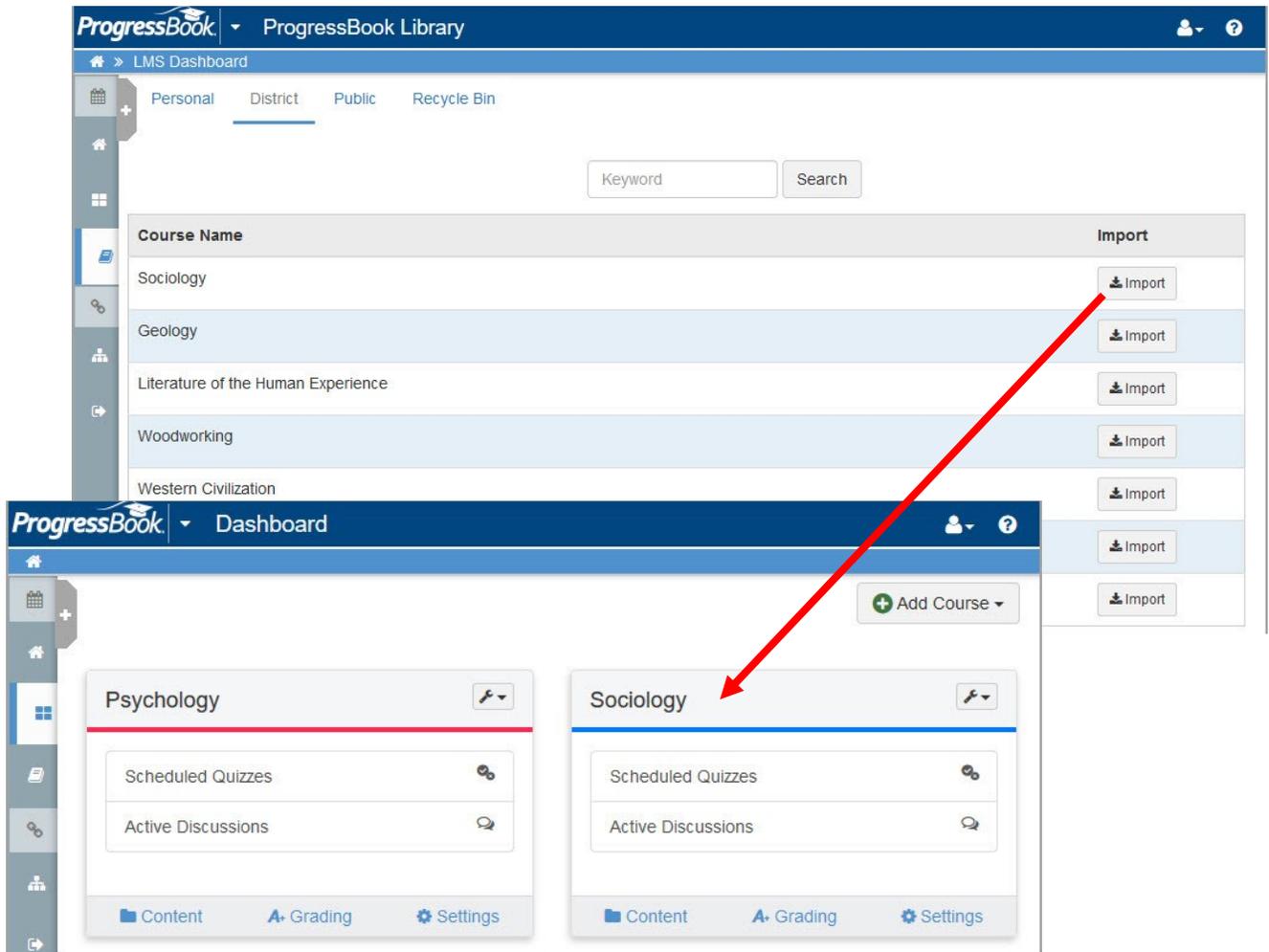
Algebra I: 1 - Algebra Quiz

Student Name	Score	h.Content.HSA-CED.A.1	OH.Math.Content.HSA-REI.A.2	OH.Math.Content.HSA-REI.B.3	OH.Math.Content.HSA-R
Austin, Melinda	66.67 %	1 100.00 %	2 50.00 %	4 50.00 %	3 66.67 %
Baskin, Shayna	91.67 %	1 100.00 %	2 100.00 %	4 100.00 %	3 66.67 %
Coolidge, Anthony	75.00 %	1 100.00 %	2 50.00 %	4 75.00 %	3 66.67 %
Dresden, Tiffany	54.17 %	1 100.00 %	2 50.00 %	4 37.50 %	3 33.33 %
Edison, Mariana	75.00 %	1 100.00 %	2 100.00 %	4 100.00 %	3 33.33 %
Assignment total :		100.00 %	70.00 %	72.50 %	53.33 %

Library

The **ProgressBook Library** contains a **Personal** section, a **District** section, and a **Public** section. Courses in the **Personal** section are ones that you have created or imported from your machine (including courses you have hidden).

District courses are ones that have been made available to anyone in your district for free.



The image displays two screenshots from the ProgressBook interface. The top screenshot shows the 'ProgressBook Library' page with the 'District' tab selected. It features a search bar and a table of courses with 'Import' buttons. The bottom screenshot shows the 'Dashboard' page with two course cards: 'Psychology' and 'Sociology'. A red arrow points from the 'Import' button for 'Sociology' in the library view to the 'Sociology' course card in the dashboard view.

Course Name	Import
Sociology	Import
Geology	Import
Literature of the Human Experience	Import
Woodworking	Import
Western Civilization	Import

Dashboard Course Cards:

- Psychology: Scheduled Quizzes, Active Discussions, Content, Grading, Settings
- Sociology: Scheduled Quizzes, Active Discussions, Content, Grading, Settings



Grading and Results (continued)

Public courses have been made available for purchase by other districts that use ProgressBook.

The screenshot shows the 'ProgressBook Library' interface. At the top, there are navigation tabs for 'Personal', 'District', 'Public', and 'Recycle Bin'. Below this is a 'Purchasing Info' section with search filters: 'Course Name', 'Grade Nine' (dropdown), 'English/Language Arts' (dropdown), and a checkbox for 'Purchased Courses Only?'. A search button is also present. Below the filters is a table of available courses:

Course Name	Grade Level	Subject	Import
Greek Mythology	09, 10, 11, 12	English/Language Arts	Import
ENG 101	09, 10, 11, 12	English/Language Arts	Import
Roman Mythology I	09, 10, 11, 12	English/Language Arts	
Roman Mythology II	09, 10, 11, 12	English/Language Arts	

The screenshot shows the 'ProgressBook Dashboard' interface. At the top right, there is an 'Add Course' button. Below this are two course cards. The 'Psychology' card is highlighted with a red border. The 'Greek Mythology' card is highlighted with a blue border and has a red arrow pointing to it from the 'Import' button in the table above. Each card contains sections for 'Scheduled Quizzes' and 'Active Discussions', and a footer with 'Content', 'Grading', and 'Settings' options.