



# Overview Guide



*ProgressBook®*  
**VirtualClassroom**

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# Welcome to Virtual Classroom

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 screenshot shows the GradeBook Teacher Home Page. In the top left, there's a red circle with the number '2'. Below it, the 'Online Learning' section is visible. Under 'Online Learning', there's a 'Dashboard' link which is circled in red. To the right of the dashboard link, there's a box containing the text: 'Click here to view VirtualClassroom course dashboard' with links to 'Assignment Details' and 'Assignment Marks'. Further down, there are links for 'Add a Recurring Assignment / Assignment Maintenance', 'GradeBook Grid / 5 Day View', and 'Standards Based Grid / Progress By Student'.

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 screenshot shows the ProgressBook dashboard with a dark blue header bar. On the left, there's a vertical sidebar with icons for Home, GradeBook, ProgressBook, Recycle Bin, and Settings. The main area has three course cards:

- Language Arts**: Includes "Scheduled Quizzes" and "Active Discussions" sections, with "Content", "Grading", and "Settings" buttons at the bottom.
- Literature**: Includes "Scheduled Quizzes" and "Active Discussions" sections, with "Content", "Grading", and "Settings" buttons at the bottom.
- Math**: Includes "Scheduled Quizzes" and "Active Discussions" sections, with "Content", "Grading", and "Settings" buttons at the bottom.

A "Add Course" button is located in the top right corner of the dashboard area.

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.

The screenshot shows the ProgressBook LMS Dashboard with the 'Content' tab selected. On the left, a sidebar lists courses: Literature, Romeo and Juliet, Salem Witch Trials, and The Crucible. A red arrow points from the 'Romeo and Juliet' link in the sidebar to its corresponding folder in the main content area. The main content area displays the 'Romeo and Juliet' folder contents, which include Figurative Language, Romeo and Juliet Act 1, Romeo and Juliet Test, and Romeo and Juliet Discussion, each with a start and end date.

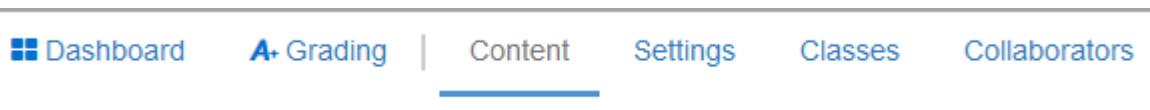
Activity	Description	Start Date	End Date
Figurative Language		12/11	12/16
Romeo and Juliet Act 1		12/09	12/14
Romeo and Juliet Test			
Romeo and Juliet Discussion		12/10	12/17

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.



<b>Dashboard –</b> Access courses	
<b>Grading –</b> Grade activities	
<b>Content –</b> 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 ProgressBook LMS Dashboard with the 'Literature' course selected. The 'Settings' tab is highlighted with a red circle. The 'Course Settings' section allows users to change the course name ('Name: Literature'), description ('Description:'), hide it from the dashboard ('Options: Hide on Dashboard'), make it a district course ('District course'), and select a color ('Selected Color: Green'). A color palette shows other available colors. An 'Update' button is present. Below this is an 'Export Course' section with a note to export courses from the library and a 'Export Course' button.

### Classes –

Link course to GradeBook class(es)

The screenshot shows the ProgressBook LMS Dashboard with the 'Literature' course selected. The 'Classes' tab is highlighted with a red circle. The 'GradeBook Classes' section lists various classes from the GradeBook library, each with a checkbox and a course name. The listed classes include AMERICAN LITERATURE: 17, AMERICAN LITERATURE: 18, COMPOSITION: 27, COMPOSITION: 28, MATHEMATICS 5: 7, MATHEMATICS 5: 8, READING 5: 7, and READING 5: 8.

### Collaborators –

Add others with whom you want to collaborate

The screenshot shows the ProgressBook LMS Dashboard with the 'Literature' course selected. The 'Collaborators' tab is highlighted with a red circle. The 'Collaborators' section lists two users: Jones, Robert (Role: Owner) and Smiles, Mary (Role: Contributor). There is a 'Remove' button next to Smiles, Mary. A 'Add Collaborator' button is at the bottom.



## 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.

The screenshot illustrates the integration of ProgressBook's course resources with mobile communication. On the left, the ProgressBook ParentAccess interface shows the 'Resources' section under 'STUDENT INFORMATION'. The 'Resources' link is highlighted with a red arrow pointing towards the mobile device screen. The main content area displays a list of courses: ALGEBRA I, AMERICAN HISTORY, AMERICAN LITERATURE (expanded to show entries for Friar Lawrence, End Date), BIOLOGY, CHOIR II, ORCHESTRA II, and STUDY HALL. On the right, a mobile phone screen shows a messaging application with three notifications from 'Friar Lawrence': 'Juliet isn't dead', 'Romeo, call me when you get this', and 'Missed Call'. The time is 2:48 PM on Wednesday, April 16.



# 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 Dashboard. The top navigation bar includes 'ProgressBook' with a dropdown, 'Literature', and user icons. Below the navigation is a breadcrumb trail: 'LMS Dashboard > Content'. The main content area displays a quiz titled 'Figurative Language'. To the right of the title are 'Questions: 5' and 'Points: 12.5'. Below the title are tabs for 'Details', 'Questions 5', 'Standards 8', and 'Results'. The 'Questions' tab is selected. Underneath is an 'Expanded View' section with a table of questions. The table has columns for 'Question Text', 'Type', and 'Points'. The first four questions are listed with their respective types and point values. Question 5 is listed as 'Text or Resource' with a point value of 2.5. At the bottom left of the expanded view is a '+ Add' button.

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
5. "But, soft! What light through yonder window breaks? It is the east, and Juliet is the sun!" These word...	Text or Resource	2.5
	Fill in the Blank	2.5

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



## 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.

Literature - Discussion Settings

Points: 45

Prompt:

Text mode: RTF

Are Romeo and Juliet similar to teens today?  
How are Romeo and Juliet different than teens today?  
Please remember to respond to other students as well.

Resources:

Max Points: 45

Required Posts: 1

Points Per Post: 15

Required Replies: 3

Points Per Reply: 10

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 figure consists of three vertically stacked screenshots of the ProgressBook software interface, illustrating the student workflow for accessing and completing classroom activities.

- Top Screenshot:** Shows the "Activities" screen for the "AMERICAN HISTORY" course. It lists two assignments: "Discuss the Cause and Effect of the French and Indian War II" and "The French and Indian War II". A red arrow points from this screen down to the middle screenshot.
- Middle Screenshot:** Shows the "Activity Discussion" screen for the first assignment. It includes a discussion topic, instructions, and a text input field for posting responses. Another red arrow points from this screen down to the bottom screenshot.
- Bottom Screenshot:** Shows the "French and Indian War" activity details screen. It displays two questions: "Which country \_\_\_\_\_ gained the most land after the French and Indian War?" and "Which country \_\_\_\_\_ lost the most land after the French and Indian war?". There are response input fields for each question.



# 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 autoscored, 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.

The screenshot shows a list of students and their activity status. A red arrow points from the student list to a detailed view of a specific student's quiz grade. The detailed view includes the student's name, the quiz title, the number of graded questions, the score, and a comment field.

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	12:00	
Gutierrez, Patrick	Submitted	1	12/11 12:00 AM	12/16 12:00 AM	12:00	
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	12:00	19

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:

The screenshot shows a 'Content' page for an 'Algebra Quiz'. The quiz has 12 questions and 12 points available. The 'View By' dropdown is set to 'Question'. The table displays student names, scores, and individual question results (Correct, Incorrect, Partial, Not Presented) for each of the 12 questions. A legend at the bottom indicates: Correct (green circle), Incorrect (red square), Partial (orange circle), and Not Presented (grey square).

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

Results by standard:

The screenshot shows a 'Content' page for an 'Algebra Quiz'. The quiz has 12 questions and 12 points available. The 'View By' dropdown is set to 'Standard'. The table displays student names, scores, and the percentage of questions answered correctly for four specific standards: H.Content.HSA-CED.A.1, OH.Math.Content.HSA-REI.A.2, OH.Math.Content.HSA-REI.B.3, and OH.Math.Content.HSA-R. The 'Assignment total' row shows the overall performance across these standards.

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 %



# 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 screenshot shows two main sections of the ProgressBook interface: the LMS Dashboard and the ProgressBook Library.

**LMS Dashboard:** This section is visible at the bottom of the screen. It features a sidebar with icons for Home, Content, Grading, and Settings. The main area displays two course cards: "Psychology" and "Sociology". Each card includes sections for "Scheduled Quizzes" and "Active Discussions", along with "Content", "Grading", and "Settings" buttons.

**ProgressBook Library:** This section is visible at the top of the screen. It has a sidebar with icons for Home, Content, Grading, and Settings. The main area is titled "LMS Dashboard" and contains four tabs: "Personal" (selected), "District", "Public", and "Recycle Bin". Below the tabs is a search bar with "Keyword" and "Search" buttons. A list of courses is displayed under the "Course Name" column, each with an "Import" button to its right. The courses listed are: Sociology, Geology, Literature of the Human Experience, Woodworking, and Western Civilization.

A prominent red arrow originates from the "Sociology" course card in the LMS Dashboard and points directly to the "Sociology" course entry in the Personal section of the ProgressBook Library.



## Grading and Results (continued)

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

The image displays two screenshots of the ProgressBook software interface. The top screenshot shows the 'ProgressBook Library' page under the 'LMS Dashboard'. It features a sidebar with icons for Personal, District, Public, and Recycle Bin. The 'Public' tab is selected, and the main area shows a table titled 'Purchasing Info' with columns for Course Name, Grade Level, Subject, and Import. Courses listed include Greek Mythology, ENG 101, Roman Mythology I, and Roman Mythology II, all categorized under English/Language Arts and Grade 9-12. The bottom screenshot shows the 'Dashboard' page. It has a sidebar with icons for Home, Personal, District, Public, Recycle Bin, and Help. Two course cards are visible: 'Psychology' (selected, indicated by a red underline) and 'Greek Mythology'. Both cards show 'Scheduled Quizzes' and 'Active Discussions' sections, along with 'Content', 'Grading', and 'Settings' buttons. A red arrow points from the 'Import' button in the library's 'Purchasing Info' table towards the 'Greek Mythology' card on the dashboard, indicating the flow of imported courses.

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