ProgressBook VirtualClassroom

ProgressBook Library

Training Guide

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Table of Contents

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LessonObjectives

- Understand the ProgressBook Library
  - Personal Library
  - District Library
  - Public Library
  - Recycle Bin

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Access & *Navigation*

1. Log in to GradeBook.

2. On the **Teacher Home Page**, under **Online Learning**, click **Dashboard**.
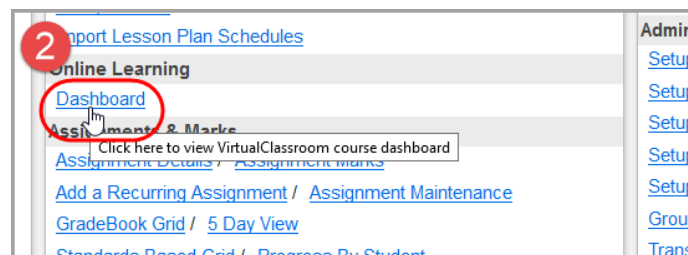
The VirtualClassroom **Dashboard** displays.

3. In the left navigation column, click ▣ (**Library**).
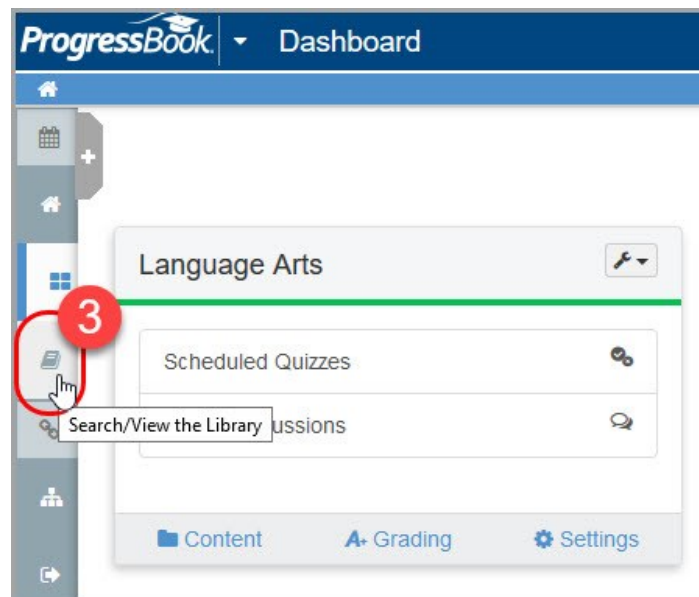
The **Personal** section of the ProgressBook Library displays.

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Personal Library

The Personal Library is the storage area for all of your courses—these may be courses you created, courses you imported from your computer, district courses, or courses purchased from the Public Library. The courses you hid from your **Dashboard** are also found here.

Copy existing course

Create new course

Export course in QTI format ending in .zip

Upload course from computer

All Courses

Import | New | Copy | Export | Delete

Send course to Recycle Bin

Dashboard

Courses you are actively using

| Course	Source	
History of the Americas	Personal	
Math 3rd Grade	Imported	
Astronomy 101	Imported	
South America	Personal	
North America	Personal	
Language Arts - Import	District	
Science 130	Public	

Select All

Course created from the **Dashboard**

Course uploaded from your computer

Course imported from the District Library

Course purchased and imported from the Public Library

Hide on Dashboard

Hidden

Courses you selected to hide from your **Dashboard**

Course	Source	
Central America	Personal	

Select All

Add to Dashboard

You can also access your Recycle Bin from the Personal Library. Just click RECYCLE BIN in the top navigation menu.

District Library

The District Library contains courses that other educators in your district have chosen to make available to your entire district. These courses are free and can be imported right into your Personal Library.

| Personal | District | Public | Recycle Bin |

Course Name		Import
Music Theory		⬇ Import
Music Appreciation		⬇ Import
American History		⬇ Import
Animal Science		⬇ Import
Human Biology		⬇ Import
Geology		⬇ Import

Keyword [   ] Search

If your district has made many courses available for importing, you can run a keyword search to find the course you are looking for.

Courses created by other members of your district

Click to add course to your Personal Library

To add your course to the District Library, on the COURSE SETTINGS screen, select the DISTRICT COURSE check box.

Course Settings

Name:	Language Arts
Description:	
Options:	☐ Hide on Dashboard
	☑ District course
Selected Color:	🟩 Colors: 🟥🟧🟨🟩🟦🟦🟪🟥
	✅ Update

Public Library

The Public Library contains premium content available for purchase by your district. Once your district has purchased a course, it is available to all members of your school district. The course can then be imported into your Personal Library, but you cannot alter its content.

Personal	District	Public	Recycle Bin

Search for courses you may want to import.

Filter your search by courses your district has already purchased.

Course Name		Grade Three		Select a subject		☐ Purchased Courses Only?	Search

Course Name	Grade Level	Subject	Import
Science 130	03	Science	⬇ Import
SS Social Studies 130	03	Social Studies	⬇ Import
TECH Digital Citizenship	03, 04, 05	Technology	

If your district has already purchased a course, an **Import** button is available in the **Import** column.

Permissions for Using Purchased Content

The table below describes which roles (Owner, Contributor, and Reader) can perform which tasks with content purchased from the Public Library.

	Owner	Contributor	Reader
Edit course color	x	x	x
Delete course	x		
Rename course	x		
Edit course description	x		
Copy course	x		
Hide/reorder course	x	x	x
Create activity	x	x	
Delete activity	x	x	
Edit resource publish status and dates	x	x	
Add folders to course	x	x	
Copy activities and folders within course	x	x	
Edit quiz names, instructions, and paging options	x		
Add and reorder quiz questions	x	x	
Delete questions	x		

For purchased courses, all roles are prohibited from

- *editing questions*
- *importing content into other courses*

Recycle Bin

The Recycle Bin is the storage area for any courses you have deleted from your Personal Library. You can navigate to the Recycle Bin in order to restore or permanently delete any of these courses.

Personal	District	Public	Recycle Bin

After selecting the check box in the row of the course you want to restore, click this button to restore it to your Personal Library.

Name of the course you deleted

Restore   ● Delete

Indicates how the course was acquired

Course	Source	☐ Select All
Music Theory	Personal	☐
Music Appreciation	Personal	☐

After selecting the check box in the row of the course you want to delete, click this to delete it permanently. This action is **NOT** reversible.

When you delete a course you published to the district, that course is removed from the District Library. However, anyone who imported the course from the library retains a copy in their Personal Library.

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