# ProgressBook GradeBook Principal User Guide

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**(This document is current for v15.0.0 or later.)**

# Change Log

The following Change Log explains by Product Version, Heading, Page and Reason where changes in the *ProgressBook GradeBook Principal User Guide* have been made.

| Product Version | Heading | Page | Reason |
|---|---|---|---|
| 15.0.0 | Throughout Guide | N/A | Removed references to integration with student information systems other than ProgressBook StudentInformation. |
| 15.0.0 | *"Homerooms"* | 18 | Added note explaining that functionality to manage homerooms remains in GradeBook, but beginning with this release, support is only provided for schools that integrate with ProgressBook StudentInformation. |
| 15.0.0 | *"Report Cards"* | 67 | Rewrote chapter to include new procedure for generating electronic report cards that can be stored permanently and can be viewed and printed in ParentAccess. |
| 15.0.0 | *"Report Card Marks Admin Report"* | 78 | Revised procedural steps for clarity. |
| 15.0.0 | *"Maintain Registration Keys"* | 83 | Updated procedures required to generate, look up, and delete registration keys. Updated screen shots to reflect new user interface. |
| 15.0.0 | *"Generate Registration Keys by School"* | 83 | Updated section title and revised steps to reflect updated registration key generation procedure. |
| 15.0.0 | *"Delete Registration Keys by School"* | 89 | Updated section title and revised steps to reflect updated registration key deletion procedure. |
| 15.0.0 | *"Maintain ParentAccess Accounts"* | 93 | Added optional steps to export user information. Updated screen shots to reflect new user interface. |
| 14.7.0 | *"Maintain ParentAccess Accounts"* | 93 | Updated text and screen shots with revised field names and column headers that are now consistent with the **ProgressBook Sign In** screen. Added **User Name** as one of the user profile items that you can update. Revised screen shot of **Update User** window **Profile** tab to include **User Name** field. |
| 14.6.0 | *"Discipline"* | 63 | Added note directing users to change the building in context in StudentInformation when they want to access discipline data for a different building. |
| 14.6.0 | *"Maintain Registration Keys"* | 83 | Updated images of **Registration Key Maintenance** screen to show new **Accounts** column and updated wording to reflect new rules for key creation. |
| 14.5.0 | *"Principal Home Page"* | 3 | Updated screen shot to show new **View a Teacher's Library**, **View My Library** and **Submit Discipline** links. |
| 14.5.0 | *"View a Teacher's Library"* | 27 | Added section explaining how to view a teacher's VirtualClassroom library. |
| 14.5.0 | *"View My Library"* | 28 | Added section explaining the **View My Library** link. |

| Product Version | Heading | Page | Reason |
|---|---|---|---|
| 14.5.0 | *"Discipline"* | 63 | Added new chapter explaining how to submit discipline referrals. |
| 14.5.0 | *"Generate Registration Keys by School"* | 83 | Updated steps to include new option to generate 1 or 2 parent keys and updated all related screen shots. |
| 14.5.0 | *"Maintain ParentAccess Accounts"* | 93 | Added information about two new options for resetting user passwords. |
| 14.3.0 | Throughout Guide | N/A | Updated screen shots to reflect the current user interface. |
| 14.3.0 | *"ParentAccess"* | 83 | Replaced **ParentAccess Tools** chapter with the most up-to-date ParentAccess information. |
| 14.3.0 | *"Change Password"* | 102 | Added link to Change Password video. |

# Table of Contents

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# Welcome to GradeBook

GradeBook is a classroom management solution that integrates grade book, lesson plan development, attendance, special education and parent communication into one comprehensive, web-based system. GradeBook provides a user-friendly interface for teachers, school administrators, cafeteria personnel and others to track and maintain student information. Class and student data is automatically populated into GradeBook from StudentInformation, eliminating the need for data re-entry. GradeBook supports standards-based reporting which is essential in today's education environment.

This guide provides the information necessary to help principals perform tasks more productively.

## Log In to GradeBook

Before you start using GradeBook, you will need to log in. Before you log in, contact your GradeBook system manager for the login address or URL of the GradeBook website, as well as your login information.

1. On the login screen, in the **Domain** drop-down list, select your domain.

   *Note: Once you select a domain, the system remembers the last domain accessed.*

   *Note: If you do not select a domain, you receive the following message: "Please select your domain."*

2. In the **User Name** field, enter your user name.

   *Note: If you do not enter a user name, you receive the following message: "Please enter your user name."*

3. In the **Password** field, enter your password.

   *Note: By default, ProgressBook authenticated password requirements are eight characters with at least one uppercase letter, one lowercase letter, one number, and one special character; however, your district may have different requirements.*

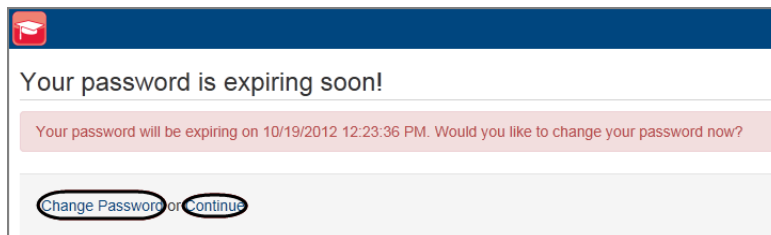   *Note: If you do not enter a password, your receive the following message: "Please enter your password."*

4. Click **Sign In**.

   *Note: Signing in to any ProgressBook application signs you in to all ProgressBook applications to which you have access.*

**Login Screen for ProgressBook Applications**

*Note: For ProgressBook authenticated users, once you log in, if your password is soon to expire, the Your password is expiring soon! screen displays. The following message displays: "Your password will be expiring on 'MM/DD/YYYY' 'H:M:S' 'AM/PM'. Would you like to change your password now?" Underneath the message, you have the following options: Change Password or Continue.*



**Your password is expiring soon! Screen**

*Note: If your password is expired, CentralAdmin displays the Password Expired screen, and you must change your password to access ProgressBook applications.*

*Note: If you enter your user name and/or password incorrectly or if your account is locked, you receive the following message: "The User Name or Password supplied is invalid or your account may be locked."*

*Note: If your account is locked, the amount of time it is locked is based on system settings. By default, it remains locked for 5 minutes; however, your district may have different settings.*

# Sign Out of GradeBook

When you click **Logout**, in the upper-right corner of any GradeBook screen, you are logged out of all ProgressBook applications, and the CentralAdmin sign out screen displays.

> *Note: Click **Sign In** to log in to GradeBook again.*



**Sign Out of GradeBook**

# Navigate GradeBook

## Principal Home Page

The Principal Home Page is the first screen that appears when you log in to GradeBook and is the main work area for users logged in as principals. The Principal Home Page is divided into the following sections: Administrative Reports, Report Cards, Lunch Counts, Other, Grade Book Information, Student Information, Attendance, ParentAccess Tools, Report Builder Reports, My Reports and Report Maintenance.

> *Note: If you have access to more than one district, under Principal Home Page, you can change the district in the Select a district list.*
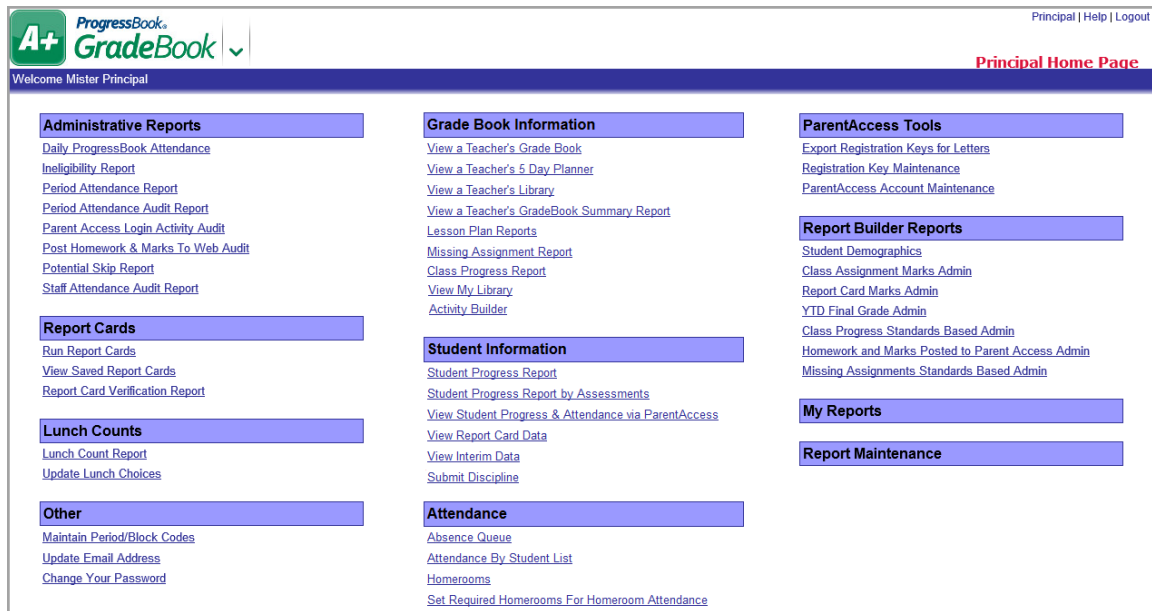
**Principal Home Page**

# Banner

You can use the links in the banner to navigate through GradeBook screens.

**Click anywhere you see this link to return to the Principal Home Page.**



**Click on the GradeBook logo to send feedback to your specified technical support staff.**

**Banner**

## Use the Application Quick Launch

You can use the application quick launch to easily navigate between ProgressBook applications.

1. In the banner, to the right of the GradeBook logo, click the application quick launch icon.

   In the application quick launch area, logos display for all other ProgressBook applications that are registered in CentralAdmin.

2. To open another application that you are authorized to use, click the application's logo.

   The application opens in another window or tab depending on your browser's settings.

   *Note: To close the application quick launch without navigating to another application, click the application quick launch icon again, or click the screen anywhere outside the application quick launch area.*
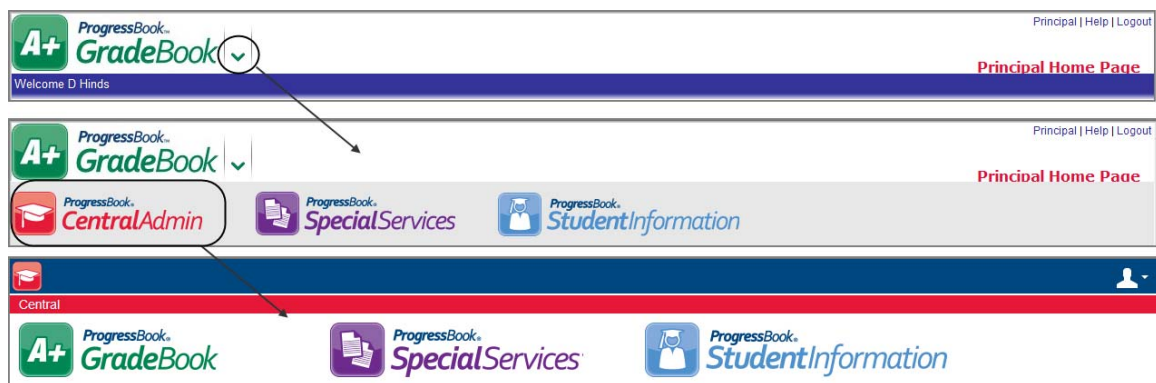
**Application Quick Launch**

# Reports

A variety of Classic and Report Builder reports are available on the Principal Home Page. Depending on what type of grading scale setup, such as Default, Custom Setup 1 or Custom Setup 2, is used in teachers' classes determines if you can use a Classic or Report Builder report. *"Types of Reports and Corresponding Grading Scale Setups"* displays the type of reports that will work with which type of grading scale setup.

**Types of Reports and Corresponding Grading Scale Setups**

| Report | Default and Custom Setup 1 | Custom Setup 2 |
|---|---|---|
| Classic Reports | | |
| Class Progress Report | Yes | No |
| Daily ProgressBook Attendance | Yes | Yes |
| Gradebook Summary Report - Elementary | Yes | Yes |
| Ineligibility Report | Yes | Yes |
| Lesson Plan Report | Yes | Yes |
| Lunch Count Report | Yes | Yes |
| Missing Assignment Report | Yes | No |
| Parent Access Login Activity Audit | Yes | Yes |
| Period Attendance Audit Report | Yes | Yes |
| Period Attendance Report | Yes | Yes |
| Post Homework & Marks To Web Audit Admin | Yes | No |
| Potential Skip Report | Yes | Yes |
| Report Card Verification Report | Yes | Yes |
| Staff Attendance Audit Report | Yes | Yes |
| Student Progress Report | Yes | Yes |
| Student Progress Report by Assessments | No | Yes |

## Types of Reports and Corresponding Grading Scale Setups

| Report | Default and Custom Setup 1 | Custom Setup 2 |
|---|---|---|
| **Report Builder Reports** | | |
| Class Assignment Marks Admin | Yes | Yes |
| Class Progress Standards Based Admin | No | Yes |
| Homework and Marks Posted to Parent Access Admin | Yes | Yes |
| Missing Assignments Standards Based Admin | No | Yes |
| Report Card Marks Admin | Yes | Yes |
| Student Demographics | Yes | Yes |
| YTD (Year to Date) Final Grade Admin | Yes | No |

# Classic Reports

The report criteria selection screens provide various options from which you can select one or more. Where this option is available, you can also select individual students from the class, if desired. *See "Types of Reports and Corresponding Grading Scale Setups"* on which type of grading scale setup will work with Classic reports.
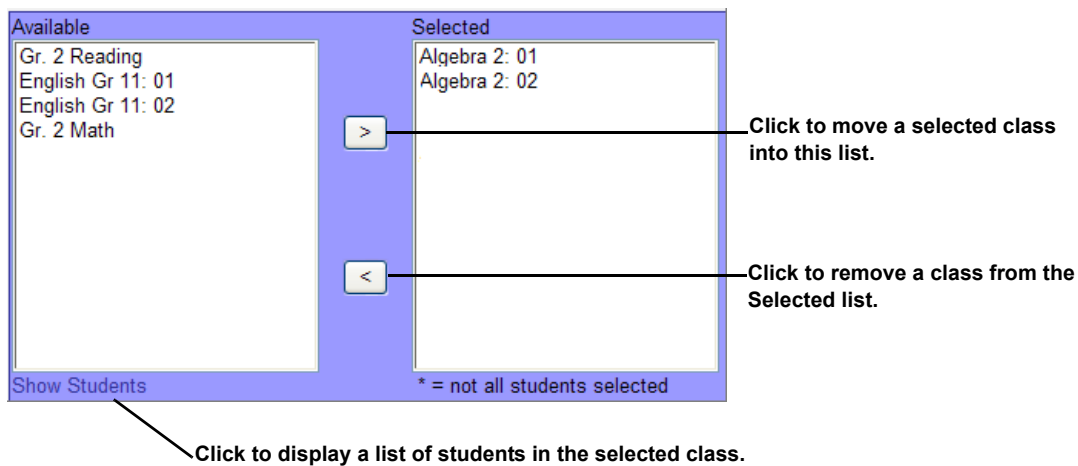


**Select Multiple Classes and Students to Include in a Report**

A common report parameter is date selection, either by reporting period or date range.

Naming conventions for reporting periods such as Quarter, Period, Marking Period, Grading Period, etc., on the report criteria selection screens may appear differently because they are defined by the school district.

To view and modify the report you must have the appropriate application installed on your computer. Classic reports can be displayed in the following formats:

- **PDF** – Portable document file format that cannot be edited.
- **Excel** – Format provides full functionality of Microsoft Excel.
- **RTF** – Formatted document file type that can be edited.
- **TIFF** – Large graphic file format that may take longer to open than other file types, and cannot be edited.

When you have selected the appropriate report parameters on the report criteria selection screen, click **Run the Report** or **Submit** to display the report. All reports open in a separate browser window. After you have viewed the report, close the report window and return to the report criteria selection screen.

Classic reports cannot be deleted.

To print the report, you must select the print option from within the software application in which it is displayed.

## Report Builder Reports

Report Builder reports offer numerous filter options for defining customized class assignment mark, report card grade, student demographic information, class progress, missing assignments and homework, YTD final grade and marks posted to ParentAccess, as well as numerous column options for displaying the results. Once you have selected the desired settings, you can save the report with those settings to use in the future. *See "Types of Reports and Corresponding Grading Scale Setups"* on which type of grading scale setup will work with Report Builder reports.
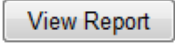
The following reports are available:

- **Class Assignment Marks Admin** – For Default and Custom Setup 1 teachers' classes, the report displays class assignment mark information for individual or multiple teachers' classes in individual or multiple reporting periods, and for Custom Setup 2 teachers' classes, it displays class assignment assessment mark information for individual or multiple teachers' classes in individual or multiple reporting periods. See *"Class Assignment Marks Admin Report."*

- **Class Progress Standards Based Admin** – Displays assignment type averages, assignment assessment marks and class averages for an individual teacher's class in a reporting period. If you are trying to run a Class Progress Report on a class using traditional grading, please use the Class Progress Report in the Classic Report list. See *"Class Progress Standards Based Admin Report."*

- **Homework and Marks Posted to Parent Access Admin** – Displays assignments and assignment types for a school grouped by teacher and class within a date range with an indication of whether or not marks are posted to ParentAccess. See *"Homework and Marks Posted to Parent Access Admin Report."*

- **Missing Assignments Standards Based Admin** – Displays missing assignment information for individual and multiple teachers' classes in individual and multiple reporting periods. For assignments to be included in this report, teachers must have designated assignments as missing on the Assignment Marks screen. If you are trying to run a Missing Assignment Report on a class using traditional grading, please use the Missing Assignment Report in the Classic Report list. See *"Missing Assignments Standards Based Admin Report."*

- **Report Card Marks Admin** – Provides numerous options for presenting report card information for individual or multiple teachers' class(es). While this report is designed similarly to secondary report cards, it can also be used to view report card grades for elementary classes. For example, you can apply specific filter options to create a report that displays students with grades above or below a grade threshold. See *"Report Card Marks Admin Report."*

- **Student Demographics** – Provides numerous options for displaying student demographic information for individual or multiple teachers' classes, class groups or homerooms. See *"Student Demographics Report."*

- **YTD Final Grade Admin** – Provides numerous options for displaying year to date grade information for students in a teacher's class or class group. The YTD Final Grade Report can only be used on classes where the YTD Grade calculation has been enabled on the report card for the class. This report cannot be used on classes using standards-based grading. See *"YTD (Year to Date) Final Grade Admin Report."*

Naming conventions for reporting periods such as Quarter, Period, Marking Period, Grading Period, etc., on the Report Viewer screen are defined by the school district.

The appearance of this icon ![icon] in the top right corner of the banner indicates that the report is a core report—provided by ProgressBook—or a user-defined version of a core report. This icon does not display for add-on reports—reports that have been customized and then uploaded by your support staff.

Once you have generated the report, numerous features are available:

- To view the report, click ![icon] **View Report** or ![View Report].

- To show report headers, required parameters, optional filters and columns, click ![icon] **Show Setup**. To hide this area, click ![icon] **Hide Setup**.

- To save the report with the selected parameters, filters and columns, click ![icon] **Save Setup As**. On the Save Setup As window in the New report name field, type the unique **report name**, and in the New description field, type the **description** of the report. Then, click **Save**.

- To navigate to a specific student on the report, click ![icon] to open the Document Map pane, and click the student's name. This feature is only available when using Internet Explorer.

- To view a specific page in the report, use these icons ![icon] ![icon] to navigate to the next page or last page, or use these icons ![icon] ![icon] to navigate to the previous page or first page. You can also type the page number in the field, and then press **<Enter>**.

- To view a report in a smaller or larger size, select the desired percentage in the list that represents the display size. This feature is only available when using Internet Explorer.

- To search for a word or phrase in the report, type it in the blank field next to Find and then click **Find**. Click **Next** to search for the next instance of the word or phrase. This feature is only available when using Internet Explorer.

- To export a report to a specific file format, select the desired format in list and then click **Export**. When you are prompted, click either **Open** or **Save**. If you select Open, the report opens in the software application associated with the file format you selected. You must have the appropriate application installed on your computer to read and modify the report file. The following file formats are available:

    - **XML file with report data** – Extensible Markup Language file format includes only data; no page formatting, headers, footers, lines or graphic images. This file format can be viewed in a Web browser.
    - **CSV** – Comma-separated values file format in plain text format.

- **Acrobat (PDF) file** – Portable document file format that can only be viewed and not edited. This file format can be viewed in Adobe Reader.

- **MHTML (web archive)** – Short for MIME HTML file format and also referred to as MHT. MHTML is a web page archive format used to bind images, Flash animations, Java applets, audio files, etc. together with HTML code into a single file. This file format can be viewed in a Web browser and is supported in the following browser versions: IE 5.5 and later, Firefox 1.5 and later, and Safari 3.0 and later.

- **Excel** – Format provides full functionality of Microsoft Excel.

- **TIFF** – Large graphic file format that may take longer to open than other file types, and cannot be edited.

- **Word** – Format provides full functionality of Microsoft Word.

- To print the report, click  . If you are prompted to install SQL Server Reporting Services 2008 ActiveX control, continue to install it on the computer so that you can print the report. The print feature is only available when using Internet Explorer. If you are not able to install the ActiveX control, proceed to export the report to an acceptable file format, and then print the report from that software application.

- To sort the columns in ascending or descending order, click .

- To delete any report you have customized, select the report in the Report Maintenance section and click  next to the report.

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# Attendance

In GradeBook, attendance is taken by teachers through their grade book. Teachers only have access to the attendance codes set up by the GradeBook system manager or imported from StudentInformation. Once attendance is taken in the classroom and entered in GradeBook, attendance staff and principals can edit and reconcile student attendance records through the GradeBook Absence Queue or through StudentInformation.

School building administrators also have access to several attendance-related reports, which are covered in this guide. More detailed information about managing attendance records can be found in the *ProgressBook GradeBook Attendance User Guide*.

## Daily ProgressBook Attendance Report

The Daily ProgressBook Attendance Report displays daily student absences by homeroom.

1.  On the Principal Home Page, click **Daily ProgressBook Attendance.**

2.  On the Daily Attendance Report screen, select the appropriate **school** on which to run the report, if necessary.

3.  Click **Next**.

4.  Click to select the **date** or type it in the Date field.

5.  Click **Next**.

6.  Select one of the following **output formats**:

    *   PDF
    *   Excel
    *   RTF
    *   TIFF

7.  Click **Next**.

    The message, "Report Complete!" displays on the screen.

    ***Note:*** *If a message displays asking to open or save the file, click Open to view the report. This message may display depending on your browser's security settings.*

8.  Review the report and then close the report window.

**Daily Attendance Report**

# Staff Attendance Audit Report

The Staff Attendance Audit Report lists homerooms or classes for which daily attendance was taken or not taken.

1. On the Principal Home Page, click **Staff Attendance Audit** Report.

2. On the Staff Attendance Report screen, select the appropriate **school** on which to run the report.

3. Select one of the following **Homerooms to View** options:

    • HR Attendance Not Taken

    • HR Attendance Taken

    • All Homerooms

4. Type a **date** in the Date field.

5. Select one of the following **output formats**:

    • PDF

    • Excel

    • TIFF

    • RTF

**Staff Attendance Audit Report Screen**

6. Click **Run the Report**.

7. Review the report and then close the report window.

# Period Attendance Report

The Period Attendance Report provides numerous options for presenting summary- and detail-level period attendance data. Three detailed report versions display attendance information using a variety of grouping and filtering combinations. A summary report version displays attendance information by teacher, class and student. The Basic Details – Two Column report version does not allow filtering.

1. On the Principal Home Page, select **Period Attendance Report**.

2. On the Admin Period Attendance Report screen, select the appropriate **school** on which to run the report.

3. Select the appropriate **reporting period** or type dates in the Start Date and End Date fields to span several reporting periods or limit the date range to less than a reporting period.

4. Select the appropriate **grade level**.

5. Select the appropriate **student(s)**.

   *Note: Select the **All Students** option to include all the students in the grade level.*

6. Select one of the following **versions:**

   • **Basic Details - Two Column** – Displays attendance information in two columns alphabetically by student's last name.

   • **Details by Student/Class/Date** – Displays attendance information grouped alphabetically by student's last name, class, and then date of absence.

   • **Details by Student/Date/Class** – Displays attendance information grouped alphabetically by student's last name, date of absence, and then class.

- **Details by Teacher/Class/Date/Student** – Displays attendance information grouped by teacher, class, date of absence, and then alphabetically by student's last name.

- **Summary by Teacher/Class/Student** – Displays attendance information by teacher, class, and then alphabetically by student's last name.

7.  If you selected any of the report version options except for Basic Details in the previous step, you may select from the following absence type **filter** options:

    - Excused Absences
    - Unexcused Absences
    - Total Absences
    - Excused Tardies
    - Unexcused Tardies
    - Total Tardies
    - Show checked column values only

    ***Note:*** *Only the absence types for which your district is calculating totals display as options in the Check the box to apply the section criteria area of the screen.*

8.  Select one of the following qualifiers next to the **absence type** option(s) selected in the previous step, and then type a number in the blank field next to it.

    - **>** – Greater than
    - **<** – Less than
    - **=** – Equal to

9.  If multiple absence types are selected, choose one of the following options:

    - **And** – Report will include ALL of the selection criteria.

    - **Or** – Report will include any, but not all of the selection criteria.

10. Select one of the following **output formats**:

    - PDF
    - Excel
    - TIFF
    - RTF

**Admin Period Attendance Report Screen**

11. Click **Run the Report**.

*Note: If a message displays asking to open or save the file, click Open to view the report. This message may display depending on your browser's security settings.*

12. Review the report and then close the report window.

# Period Attendance Audit Report

The Period Attendance Audit Report lists classes for which attendance has been taken or not taken.

1. On the Principal Home Page select **Period Attendance Audit** Report.

2. On the Admin Period Attendance Report screen, select the appropriate **school** on which to run the report.

3. Select the appropriate **teacher(s).**

4. Type a **date** in the Start Date and End Date fields.

5. Select one of the following **sort** versions:

   • **Sort by Date, Teacher, Period** – Displays attendance information grouped by date, then sorted by teacher and period.

   • **Sort by Teacher, Date, Period** – Displays attendance information grouped by teacher, then sorted by date and period.

6. Select one of the following **output formats**:
   - PDF
   - Excel
   - TIFF
   - RTF

7. Select one of the following **attendance** options:
   - Show attendance not taken
   - Show attendance taken



**Admin Period Attendance Report Screen**

8. Click **Run the Report**.

   *Note: If a message displays asking to open or save the file, click Open to view the report. This message may display depending on your browser's security settings.*

9. Review the report and then close the report window.

# Potential Skip Report

Potential Skip Report identifies students marked present for daily attendance but absent for a specific class.

1. On the Principal Home Page, select **Potential Skip Report.**

2. On the Potential Skip Report screen, select the appropriate **school** on which to run the report.

3. Select the appropriate **grade level.**

4. Select the **student(s)** to include in the report.

5. Select the appropriate **block(s).**

6. Type a **date** in the Start Date and End Date fields.

7. Select one of the following **sort** versions:

   • Sort by Student
   • Sort by Date

8. Select one of the following **output formats**:

   • PDF
   • Excel
   • TIFF
   • RTF

9. Enter the appropriate Daily Attendance and Period Attendance codes at the bottom of the screen.



**Potential Skip Report Screen**

*Note: Absence codes for Daily Attendance are codes you want to exclude in the Potential Skip Report, and absence codes for Period Attendance are codes you want to include in the Potential Skip Report.*

*Note: Once you have entered these attendance codes, you do not need to re-enter them each time you run the report.*

10. Click **Run the Report.**

11. Review the report and then close the report window.

# Absence Queue/Attendance by Student List

The Absence Queue and Attendance by Student List are the main work areas for school administrators to view, update, and reconcile students' attendance records.

The Absence Queue view displays existing attendance records where students have already been marked absent or tardy in GradeBook. The Attendance by Student List view allows you to search for a specific student and create the appropriate absence record.

For more detailed information about the Absence Queue and Attendance by Student List, see the *ProgressBook GradeBook Attendance User Guide*.

# Homerooms

For schools that are not integrated with a student information system, you can add and delete homerooms, add and remove teachers from homerooms, and view the class roster for a homeroom as needed. If your district is integrated with a student information system, all of these changes should be made in the student information system rather than in GradeBook.

> *Note: Functionality to manage homerooms has not yet been removed from GradeBook; however, beginning with the v15.0.0 release, support is only provided for schools that integrate with ProgressBook StudentInformation. All homeroom management should be done in StudentInformation.*

For more detailed information about Homerooms, see *ProgressBook GradeBook Attendance User Guide*.

# Set Required Homerooms for Homeroom Attendance

Attendance staff can designate the homerooms and/or classes in which daily attendance should be taken. This ensures that teachers can only take daily or homeroom attendance in the proper class.

For more detailed information about setting Homeroom Attendance, see the *ProgressBook GradeBook Attendance User Guide*.
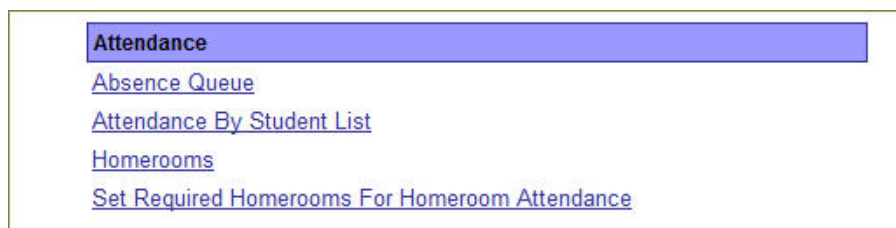


**Attendance-Related Features on Principal Home Page**

# Maintain Period/Block Codes

Period/Block codes represent the periods or blocks that makes up a school day and is used in period attendance and student scheduling. You can modify period/block information as needed.

1.  On the Principal Home Page, click **Maintain Period/Block Codes.**

2.  On the Period/Block Codes screen, select the appropriate **named codes list** in the Name list.

3.  You can perform any of the following options:

    •   Modify information in any of the fields, as needed.

    •   Add codes to the list.

        a.  Type the **new code** in the Code column.

        b.  Type the time at which the **period/block begins** in the Start Time field.

        c.  Type the **length in minutes** of the period/block in the Duration column.

        d.  Click **Save**.

        e.  To continue adding codes, repeat steps a through d.

    •   To delete a code, click the **check box in the Del column** next to the code(s) you want to remove from the list, and then click **Save**.

    •   Copy the list to a new list.

        a.  Type the name of the list to which you want to copy the period/block codes in the Copy to new list field.

        b.  Click **Go**.

        The name entered in the Copy to new list field displays in the Name list.



**Period/Block Codes Screen**

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# Teacher Grade Book Information

Principals have access to a read-only view of any teacher's grade book in their building. This option provides a convenient way for principals to check student performance without interrupting the teacher.

## View Teacher's Grade Book

You can view students' grades in a specific class by viewing the teacher's grade book.

1. On the Principal Home Page, click **View a Teacher's Grade Book.**

2. On the Teacher Search Page screen, search for the teacher for whom you want to view the report.

   a. On the Teacher Search Page screen, select the appropriate **school.**

   b. Click **Search**.

   A list of all the teachers in the entire school displays if you do not enter any information in the Teacher Last Name, Teacher ID or Course fields.

   c. To narrow the search results, perform any of the following optional steps.

   - Type the last name or partial last name of the teacher for whom you are searching.

   - Type the teacher's identification number.

   - Type the name of one of the teacher's courses.

   A list of teachers displays matching the search criteria entered.

3. In the Open a Grade Book section, click the **View Grade Book** link in the Action column for the appropriate teacher.



**Teacher Search Page**

4. On the Grade Book Grid screen, select the appropriate **class** from the Class list.

5. Select the appropriate **grading period** from the Period list.

6. Select the appropriate **assignments to display** in the View list. In addition to assignments, you may also select one of the following options:

    • Daily Comments
    • Period Attendance

7. Click **Go**.

8. View the grade book information.

9. Perform steps 4 through 7 as needed to view assignments in other classes or grading periods.

    *Note: To search for another teacher's class to view, click the Search link in the top left corner of the banner to return to the Teacher Search Page.*



**View a Teacher's Grade Book**

*Note: The following table displays symbols, codes and colors used on the Grade Book Grid.*

| Data Entry Symbol | Display Code/Icon | Color | Description |
|---|---|---|---|
| ? | ? | Aqua | Missing |
| d | d | Yellow | Past due |
| t | t | Light Beige | Late |
| ! | ! | Gray | Excluded |
| !! | !! | Orange | Excluded but posted to Web |
| L | L | Fuchsia | Excluded as Lowest |
| L! | L! | Green | Excluded as Lowest but Post |
| | ⚠ | Yellow | ParentAccess alert regarding student progress on an assignment was sent. |
| | ⚠ | Green | ParentAccess alert regarding student progress on an assignment was viewed on ParentAccess. |

# View Teacher's GradeBook Summary Report

The Gradebook Summary Report – Elementary lists students' marks including letter grades and percentages for all their classes. The report also displays daily attendance.

1. On the Principal Home Page, click **View a Teacher's GradeBook Summary Report**.

2. On the Teacher Search Page screen, search for the teacher for whom you want to view the report.

   a. On the Teacher Search Page screen, select the appropriate **school**.

   b. Click **Search**.

   A list of all the teachers in the entire school displays if you do not enter any information in the Teacher Last Name, Teacher ID or Course fields.

   c. To narrow the search results, perform any of the following optional steps:

   - Type the last name or partial last name of the teacher for whom you are searching.
   - Type the teacher's identification number.
   - Type the name of one of the teacher's courses.

   A list of teachers displays matching the search criteria entered.

3. In the Open a Grade Book section, click the **View Grade Book Summary Report** link in the Action column of the teacher whose Grade Book Summary Report you want to view.

**View Grade Book Summary Report**

4.  On the GradeBook Summary Report – Elementary screen, select a **report card**.

5.  Select the **course(s).**

6.  Select the corresponding **classes**.

7.  Select the appropriate **period**.

8.  Select one of the following **output formats**:

    • PDF

    • Excel

    • TIFF

    • RTF

9.  To display all grades for all students, select the following options in the Academic Criteria Grade Book Filter lists:

    • Classes with any in the first list

    • Letter Grade in the second list

    • <= in the third list

    • The highest grade in the fourth list

10. Select **First** or **Second** in the following sort order fields to determine the **sort order**:

    • Student Name

    • Homeroom

**Gradebook Summary Report - Elementary Screen**

11. Click **Run the Report**.

12. Review the report and then close the report window.

# View Teacher's 5 Day Planner

You can view lesson plans for one or all classes in a calendar format over a five-day time period by viewing a teacher's 5 Day Planner. This information is view-only. However, users with principal privileges who are also assigned to classes can view and edit lesson plans, assignments and homework for their own classes.

1. On the Principal Home Page, click **View a Teacher's 5 Day Planner**.

2. On the Teacher Search Page screen, search for the **teacher** whose 5 Day Planner you want to view.

   a. Select the appropriate **school building** in the School list.

   b. Click **Search**.

   A list of all the teachers in the entire school displays if you do not enter any information in the Teacher Last Name, Teacher ID or Course fields.

   c. To narrow the search results, perform any of the following optional steps:

   • Type the last name or partial last name of the teacher for whom you are searching in the Teacher Last Name field.

   • Type the teacher's identification number in the Teacher ID field.

   • Type the full or partial name of one of the teacher's courses in the Course field.

A list of teachers displays matching the search criteria entered.



**View 5 Day Planner**

3.  In the View Information area, click the **View 5 Day Planner** link in the Action column for the appropriate teacher.

4.  On the 5 Day Planner for Teacher Name screen, select the appropriate **class** in the Class list.

5.  Select any of the appropriate Include options:

    •   Lessons

    •   Assignments

    •   Homework

    •   Summary

    •   Details

6.  Click **Go**.

    The lesson plans that meet the selected criteria display only on the days the class is scheduled to meet. You can click the lesson plan link to view and print it.

    ***Note:*** *To search for another teacher, click the Search link in the top left corner of the banner.*

# View a Teacher's Library

If VirtualClassroom is enabled for your district, you can view the VirtualClassroom library of any teacher in your assigned building(s).

1. On the **Principal Home Page**, click **View a Teacher's Library**.
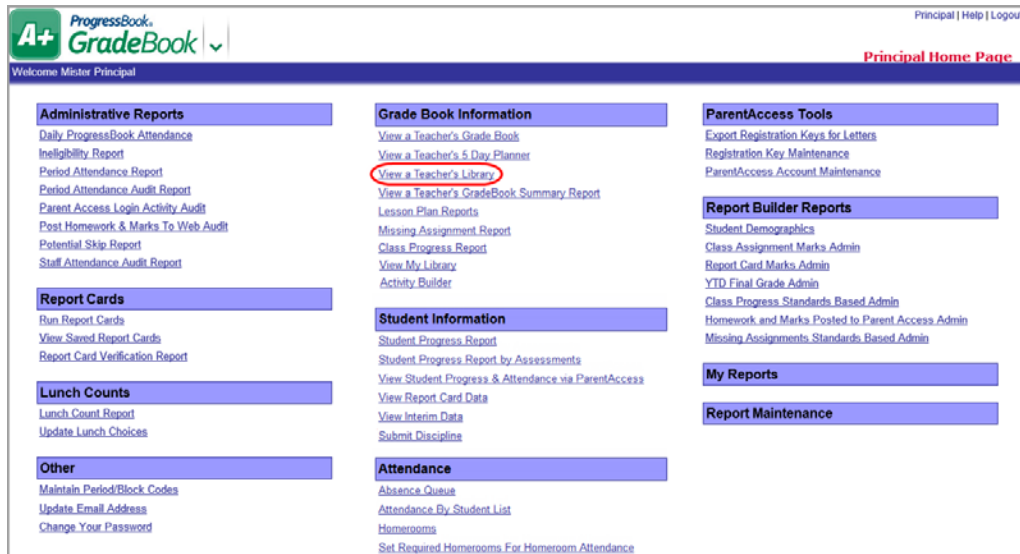


**Teacher Home Page - View a Teacher's Library**

The **Teacher Search Page** displays.

2. On the **Teacher Search Page**, in the **Search for a Teacher** area, enter any combination of search criteria in the **School**, **Course**, **Teacher Last Name** and/or **Teacher ID** fields.

3. Click **Search**.
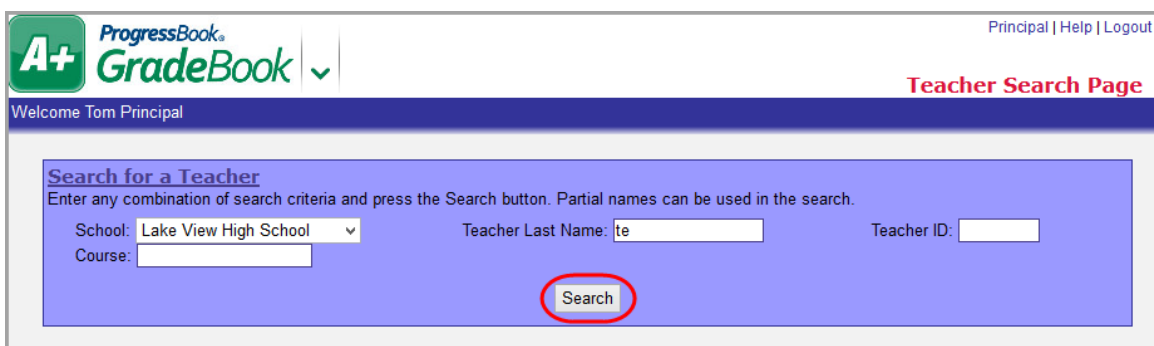


**Teacher Search Page**

A list of teachers displays matching the search criteria entered.

4.  In the **View Information** area, in the **Action** column for the appropriate teacher, click **View Library**.



**View a Teacher's Library**

The selected teacher's library displays.

*Note: For detailed information about teacher libraries, see ProgressBook VirtualClassroom Teacher Guide.*

# View My Library

If VirtualClassroom is enabled for your district, you can create a library of activities for use in a class that you teach or to collaborate with teachers on your staff. To view your library, on the **Principal Home Page**, click **View My Library**.



**View My Library**

*Note: For detailed information about creating and maintaining your library, see ProgressBook VirtualClassroom Teacher Guide.*

# Lesson Plans Reports

The Lesson Plan Report options allow you to view and print lesson plans for a range of dates with or without the academic standards. In addition, several options are available for reporting the number of times academic standards have been reinforced by the lesson plan.

1. On the Principal Home Page, select **Lesson Plan Reports**.

2. On the Lesson Plan Report screen, select the **school** on which to run the report.

3. Select the appropriate **teacher**.

4. Select the appropriate **class**.

5. Select the appropriate **period**.

    *Note: You can type dates in the Start Date and End Date fields to span several reporting periods or limit the date range to less than a reporting period.*

6. Select one of the following report **versions**:

    • **Lesson Plan Detail with standards** – Displays the dates the lesson plan is scheduled for, the complete text of the lesson plan and academic standards associated with the lesson plan during the specified time period.

    • **Lesson Plan Detail without standards** – Displays the dates the lesson plan is scheduled for and the complete text of the lesson plan during the specified time period.

    • **Lesson Plan Summary with standards** – Displays the dates the lesson plan is scheduled for, the summary of the lesson plan and academic standards associated with the lesson plan during the specified time period.

    • **Lesson Plan Summary without standards** – Displays the dates the lesson plan is scheduled for and the summary of the lesson plan during the specified time period.

    • **Content Taught (Listing taught standards)** – Displays a list of academic standards that have been associated with the lesson plans and the number of times each has been reinforced during the specified time period

    • **Content Taught (Listing all standards)** – Displays a list of all the academic standards for a specified content area and grade band or grade level, as well as the number of times each has been reinforced through the lesson plans during the specified time period.

    • **Content Not Taught** – Displays a list of academic standards for a specified content area and grade band or grade level that have not been reinforced through the lesson plans during the specified time period.

7. If you selected Content Taught (Listing all standards) or Content Not Taught in the previous step, two additional options are available:

    • **Content Area** – Subject area for which academic standards should display.

    • **Grade** – Grade level or grade band for which academic standards should display.

8. Select one of the desired **output formats.**

**Lesson Plan Report Screen**

9. Click **Run the Report.**

10. Review the report and then close the report window.

# Missing Assignment Report

This is a Classic style report, which now only works for traditional classes using the Default or Custom Setup 1 grading scale. If you are trying to run a report for a class using standards-based grading, please use the Report Builder report. The Missing Assignment Report lists missing assignments by student or assignment.

1. On the Principal Home Page, select **Missing Assignment Report.**

2. On the Missing Assignment Report screen, select the **school** on which to run the report.

3. Select the appropriate **teacher(s).**

4. Select the appropriate **class(es).**

5. Select the appropriate **period.**

   *Note: You can type dates in the Start Date and End Date fields to span several reporting periods or limit the date range to less than a reporting period.*

6.  Select one of the following **sort versions**:

    *   **Sort by Student** – Groups by student in alphabetical order and displays all missing assignments for each student in order by due date.
    *   **Sort by Assignment** – Groups by assignment in order by due date and displays all of the students missing each assignment.

7.  Select one of the desired **output formats**:

    *   **PDF** - Portable document file format that cannot be edited. To view the report, you must have Adobe Reader installed on the computer.
    *   **Excel** - Format provides full functionality of Microsoft Excel. To view, edit or save the report in this format, you must have Excel installed on the computer.
    *   **TIFF** - Large graphic file that may take longer to open than other file types and cannot be edited.
    *   **RTF** - Formatted document file type that can be edited. To edit the report, you must have word processing software installed on the computer.



**Missing Assignment Report Screen**

8.  Click **Run the Report.**
9.  Review the **report,** and then close the report window.

# Missing Assignments Standards Based Admin Report

The Missing Assignment Standards Based Admin report displays missing assignment information for individual and multiple teachers' classes in individual and multiple reporting periods. For assignments to be included in this report, teachers must have designated assignments as missing on the Assignment Marks screen. If you are trying to run a Missing Assignment Report on a class using traditional grading, please use the Missing Assignment Report under the Grade Book Information section.

1. On the Principal Home Page under the Report Builder Reports area, click on **Missing Assignments Standards Based Admin**.

2. In the Report Header field, enter the **name** of the report. Missing Assignments Report - Administrative displays by default, but you may change the name, if desired.

3. In the Select Required Parameters area in the Teacher(s) list, select the appropriate **teacher(es)**.

   *Note: Only the teachers to which you have access display in list; however, you should only choose teachers that use standards-based grading.*

   *Note: If there are no available choices in which to select, then No teacher available displays with a red background.*

4. In the Select Required Parameters area in the Reporting Periods list, select the appropriate reporting **period(s)**.

5. In the Include Hidden Students option, select one of the following options:

   • **Yes** - Displays students who are hidden on the class roster.

   • **No** - Does not display student who are hidden on the class roster.

6. In the Set Optional Filters area in the Field Name list, select the appropriate **option**. See *"Missing Assignments Standards Based Admin Report – Field Name Options"* for descriptions of all available options.

7. Select one of the following options in the Operation list if it is available. The available options may vary depending on the option you selected in the Field Name list.

   • Is Equal To
   • Is Not Equal To
   • Is Before
   • Is Before Or On
   • Is After
   • Is After Or On
   • Is Less Than
   • Is Less Than or Equal To
   • Is Greater Than
   • Is Greater Than Or EQual To
   • Begins With
   • Does Not End With

- Contains
- Does Not Contain
- Has a Value
- Does Not Have a Value

8. Type the appropriate **value** in the Value field.

   *Note: The available options and acceptable values vary depending on the option you selected in the Field Name list. You may be able to enter only alphabetical or only numeric characters depending on the option you selected in the Field Name list. If you selected an option in the Field Name list that ends in "Indicator," then you must select the Yes or No option in the Value field. If you selected an option in the Field Name list that requires a date, a calendar becomes available in the Value field. If you selected Has a Value or Does Not Have a Value in the Operation list, then the Value field is not available.*

9. Click **View Report**.

   The report displays at the bottom of the window.

   *Note: The field or list displays red indicating an unacceptable value was entered or a required field was left blank.*

   *Note: The Points field reflects the points of the default assessment if this is a point assignment. If there is not a default assessment selected or this is a nonpoint assignment, then a total does not display in the Points field.*

10. To save the report with your selected parameters, filters and columns, click **Save Setup As**. On the Save Setup As window in the New report name field, type the unique **report name**, and in the New description field, type the **description** of the report. Then, click **Save**.

    The following message displays at the bottom of the window, "Report setup saved successfully."

**Missing Assignments Standards Based Admin Report Viewer**



**Missing Assignments Standards Based Admin Report Exported in PDF Format**

**Missing Assignments Standards Based Admin Report – Field Name Options**

| Option | Description |
|---|---|
| Assignment Name | Name of the assignment. |
| Assignment Type | Assignment type associated with the assignment. |
| Average | Average in the class. |
| Course Name | Name of the course. |

**Missing Assignments Standards Based Admin Report – Field Name Options**

| Option | Description |
|---|---|
| Due Date | Date the assignment is due. |
| First Name | First name of the student. |
| Last Name | Last name of the student. |
| Points | Total value of the assignment. |
| Reporting Period Mark | Mark in the current reporting period. |
| Reporting Period Name | Name of the reporting period, which is based on the Term Begin and Term End dates, specified on the Reporting Periods screen. |
| Weight | Weight of the assignment. |

# Class Progress Report

This is a Classic style report, which now only works for traditional teachers' classes using the Default or Custom Setup 1 grading scale. If you are trying to run a report for a teacher's class using standards-based grading, please use the Report Builder report. The Class Progress Report displays assignment type averages, assignment assessment marks and class averages for an individual teacher's class in a reporting period.

1. On the Principal Home Page select **Class Progress Report**.

2. On the Class Progress Report screen, select the **school** on which to run a report.

3. Select the appropriate **teacher**.

4. Select the appropriate **class**.

5. Select the appropriate **period**.

6. Select one of the following **data options**:

   • **Print Assignment Type Averages** – Displays averages for each assignment type.

   • **Print Assignments** – Displays marks for each individual assignment.

   *Note:* *Deselecting both of the above options produces a report that includes only overall student averages for the class.*

   • **Print Student Name** – Displays students' names.

   • **Print Student ID** – Displays students' identification numbers instead of names or student numbers.

   • **Print Student Number** – Displays students' numbers instead of names or student identification numbers. This option may be used to preserve student anonymity.

   • **Print Name & Number** – Displays students' names and numbers.

7. Select one of the following **sort order** options:

   • **Sort by Student Name** – Displays report information in alphabetical order by student last name.

   • **Sort by Student ID** – Displays report information in order by student identification number. This number is assigned by StudentInformation.

- **Sort by Roster Order** – Displays report information in the specific numeric order designated on the Class Roster screen.

- **Sort by Averages** – Displays report information in order by descending student average.

- **Sort by Student No.** – Displays report information in order by student number, which is randomly assigned in GradeBook. This option may be used to preserve student anonymity.

8. Enter **the number of columns** to print on a page in the Enter Print Options field.

   The default setting is 20 columns.



**Class Progress Report Screen**

9. Select one of the following **output formats**:

   - HTML
   - Excel

10. Click **Run the Report.**

11. Review the **report**, and then close the **report window**.

# Class Progress Standards Based Admin Report

The Class Progress Standards Based report displays assignment type averages, assignment assessment marks and class averages for an individual teacher's class in a reporting period. If you are trying to run a Class Progress Report on a class using traditional grading, please use the Class Progress Report under the Grade Book Information list.

1. On the Principal Home Page, click **Class Progress Standards Based Admin.**

2. On the GradeBook Report Viewer, enter the **name** of the report in the Report Header field. Class Progress displays by default, but you may change the name, if desired.

3. In the Select Required Parameters area, select the appropriate **teacher** in the Teacher list. In the Select Required Parameters area, select the appropriate period in the Periods list.

    *Note: Only the teachers' to which you have access display in the list; however, you should only choose teachers that use standards-based grading.*

    *Note: If there are no available choices in which to select, then No teacher available displays with a red background.*

4. In the Set Optional Filters area, select the appropriate **option** in the Field Name list. See *"Class Progress Standards Based Admin Report – Field Name Options"* for descriptions of all available options.

5. Select one of the following **options** in the Operation list if it is available. The available options may vary depending on the option you selected in the Field Name list.

    • Is Equal To
    • Is Not Equal To
    • Is Before
    • Is Before Or On
    • Is After
    • I After Or On
    • Is Less Than
    • Is Less Than Or Equal To
    • Is Greater Than
    • Is Greater Than Or Equal To
    • Has a Value
    • Does Not Have a Value

6. Type the appropriate **value** in the Value field.

    *Note: The available options and acceptable values vary depending on the option you selected in the Field Name list. You may be able to enter only alphabetical or only numeric characters depending on the option you selected in the Field Name list. If you selected Has a Value or Does Not Have a Value in the Operation list, then the Value field is not available.*

7. Specific selected columns indicated by a check mark display on the report by default. If you have selected specific filter options in the Field Name list and you want that information to display on the report, make sure to select the corresponding **column name** in the Columns list.

8. Click **View Report.**

The report displays at the bottom of the window.

9. To save the report with your selected parameters, filters and columns, click ![icon] **Save Setup As**. On the Save Setup As window in the New report name field, type the unique **report name**, and in the New description field, type the **description** of the report. Then, click **Save**.

The following message displays at the bottom of the window, "Report setup saved successfully."



**Class Progress Standards Based Admin Report Viewer**

**Class Progress**

| | | | | | | | Quiz<br>Adding by 2s<br>(20 points) | | |
|---|---|---|---|---|---|---|---|---|---|

Primary Teacher: Hinds, Ginneen     Reporting Period: 1ST QUARTER

Math - Gr 02 : 4

| Students | Class Avg | Avg<br>Quiz | Avg<br>HW | Avg<br>1 | Avg<br>2 | Avg<br>3 | 1 | 2 | 3 |
|---|---|---|---|---|---|---|---|---|---|
| D'Souza, Jack | 86.67 (B+) | 90 | 85.45 | 86.67 (B+) | 90.00 (A-) | 86.15 (B) | 18 | 9 | 9 |
| Diehl, Mary | 90.67 (A-) | 95 | 87.27 | 90.67 (A-) | 90.00 (A-) | 87.69 (B+) | 20 | 9 | 9 |
| Dielman, Xhesi | 86.67 (B+) | 90 | 85.45 | 86.67 (B+) | 90.00 (A-) | 86.15 (B) | 18 | 9 | 9 |
| Diem, Steven | 92.00 (A-) | 95 | 89.09 | 92.00 (A-) | 90.00 (A-) | 89.23 (B+) | 20 | 9 | 9 |
| Dienes, Taylor | 92.00 (A-) | 95 | 89.09 | 92.00 (A-) | 90.00 (A-) | 89.23 (B+) | 20 | 9 | 9 |
| Dies, Melissa | 89.33 (B+) | 90 | 89.09 | 89.33 (B+) | 90.00 (A-) | 89.23 (B+) | 18 | 9 | 9 |
| Dietrich, Kaylee | 92.00 (A-) | 95 | 89.09 | 92.00 (A-) | 90.00 (A-) | 89.23 (B+) | 20 | 9 | 9 |
| Dietrick, David | 92.00 (A-) | 95 | 89.09 | 92.00 (A-) | 90.00 (A-) | 89.23 (B+) | 20 | 9 | 9 |
| Dawood, Supta | 90.67 (A-) | 95 | 87.27 | 90.67 (A-) | 90.00 (A-) | 87.69 (B+) | 20 | 9 | 9 |
| Denes, Clair | 90.67 (A-) | 95 | 87.27 | 90.67 (A-) | 90.00 (A-) | 87.69 (B+) | 20 | 9 | 9 |
| Day, James | 84.00 (B) | 90 | 81.82 | 84.00 (B) | 90.00 (A-) | 83.08 (B) | 18 | 9 | 9 |
| DeCapite, Jarred | 89.33 (B+) | 95 | 85.45 | 89.33 (B+) | 90.00 (A-) | 86.15 (B) | 20 | 9 | 9 |
| Decrane, Jayla | 86.67 (B+) | 95 | 81.82 | 86.67 (B+) | 90.00 (A-) | 83.08 (B) | 20 | 9 | 9 |
| Deem, Jordan | 85.33 (B) | 90 | 83.64 | 85.33 (B) | 90.00 (A-) | 84.62 (B) | 18 | 9 | 9 |
| **Class Average:** | 89.14 | 93.21 | 86.49 | 89.14 | 90.00 | 87.03 | 19.29 | 9.00 | 9.00 |
| **Total Points:** | | | | | | | 20 | 10 | 10 |

**Class Progress Standards Based Admin Report in PDF Format**

**Class Progress Standards Based Admin Report – Field Name Options**

| Option | Description |
|---|---|
| Assigned Date | Date the assignment was assigned. |
| Assignment Point Value | Point value of the assignment. |
| Assignment Weight | Weight of the assignment. |

# Post Homework & Marks to Web Audit

This is a Classic style report, which now only works for traditional teachers' classes using the Default or Custom Setup 1 grading scale. If you are trying to run a report for a teacher's class using standards-based grading, please use the Report Builder report. The Post Homework & Marks to Web Audit displays assignments for one or more classes by date, assignment type, and whether or not the teacher posted marks to ParentAccess.

1.  From the **Principal Home Page**, under **Administrative Reports** section, select **Post Homework & Marks to Web Audit**.

2.  On the **Homework and Marks Posted To Parent Access** screen, select the appropriate school on which to run the report.

3.  In the **Start Date** and **End Date** fields, type the appropriate dates.

4.  In the **Select the Output Format** area, select one of the following output formats:

    •   **PDF**

    •   **Excel**

    •   **TIFF**

    •   **RTF**

5. In the **Select View** area, select one of the following homework options:

   - **All Posted** – Displays homework and assignments that the teacher posted to ParentAccess.

   - **Not Posted** – Displays homework and assignments that the teacher did not post to ParentAccess.

   - **No Homework Given** – Displays only classes in which the teacher did not post homework and assignments marks to ParentAccess.

6. In the **Select View** area, select one of the following marks options:

   - **All Posted**– Displays assignments in which the teacher posted marks to ParentAccess.

   - **Not Posted** – Displays assignments in which the teacher did not post marks to ParentAccess.

7. In the **Select View** area, select one of the following view options:

   - **Summary** – Displays only classes in which the teacher posted homework and assignment marks to ParentAccess.

   - **Detail** – Displays homework and assignments in order by assignment due date with an assignment description and assignment type.



**Homework and Marks Posted To Parent Access Screen**

8. Click **Run the Report**.

# Homework and Marks Posted to Parent Access Admin Report

The Homework and Marks Posted to Parent Access Admin Report displays assignments and assignment types for a school grouped by teacher and class within a date range with an indication of whether or not teachers posted marks to ParentAccess.

1. On the **Principal Home Page**, under the **Report Builder Reports** section, click **Homework and Marks Posted to Parent Access Admin**.

2. In the **Report Name** field, enter the name of the report. Homework and Marks Posted to Parent Access - Administrative displays by default, but you may change the name if desired.

3. In the **Select Required Parameters** area, in the **School Name** drop-down list, select the appropriate school.

   *Note: Only the schools to which you have access display in the drop-down list.*

   *Note: If there are no available choices in which to select, then **No school available** displays with a red background.*

4. Click in the **Start Date** field, and choose a date from the calendar.

5. Click in the **End Date** field, and choose a date from the calendar.

6. In the **Published Marks To Web** option, select one of the following options:

   • **Yes** - Displays assignments in which teachers posted marks to ParentAccess.

   • **No** - Displays assignments in which teachers did not post marks to ParentAccess.

7. In the **Published Assignment To Homework** option, select one of the following options:

   • **Yes** - Displays only classes in which teachers posted homework and assignment marks to ParentAccess.

   • **No** - Displays only classes in which teachers did not post homework and assignment marks to ParentAccess.

8. In the **Set Optional Filters** area, select the appropriate option in the **Field Name** drop-down list. See *"Homework and Marks Posted to Parent Access Admin Report – Field Name Options"* for descriptions of all available options.

9. In the **Operation** drop-down list, select one of the following options if it is available. The available options vary depending on the option you selected in the **Field Name** drop-down list.

   • Is Equal To

   • Is Not Equal To

   • Is Before

   • Is Before Or On

   • Is After

   • Is After Or On

   • Begins With

   • Does Not Begin With

   • Ends With

   • Does Not End With

   • Contains

   • Does Not Contain

   • Has a Value

   • Does Not Have a Value.

10. In the **Value** field, type the appropriate value.
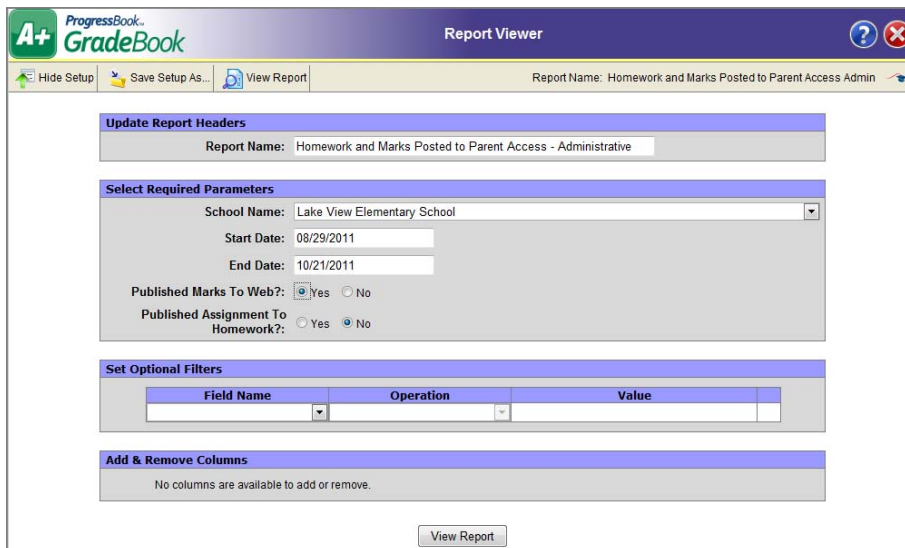
    *Note: The available options and acceptable values vary depending on the option you selected in the **Field Name** drop-down list. You may be able to enter only alphabetical or numeric characters. If you selected an option in the **Field Name** drop-down list that ends in "Indicator," then you must select the **Yes** or **No** option in the **Value** field. If you selected an option in the **Field Name** drop-down list that requires a date, a calendar becomes available in the **Value** field. If you selected **Has a Value** or **Does Not Have a Value** in the **Operation** drop-down list, then the **Value** field is unavailable.*

11. Click **View Report**.

    The report displays at the bottom of the window.

    *Note: The field or list displays red indicating you entered an unacceptable value or left a required field blank.*

12. To save the report with your selected parameters, filters and columns, click    **Save Setup As**. On the **Save Setup As** window in the **New report name** field, type the unique report name, and in the **New description** field, type the description of the report. Then, click **Save**.



**Homework and Marks Posted to Parent Access Report Viewer Window**

**Homework and Marks Posted to Parent Access Report in PDF Format**

**Homework and Marks Posted to Parent Access Admin Report – Field Name Options**

| Option | Description |
|---|---|
| Assignment Date | Date of the assignment. |
| Assignment Name | Name of the assignment. |
| Assignment Type Name | Name of the assignment type. |
| Class Name | Name of the class. |
| Due Date | Date the assignment is due. |
| Floating Indicator | Indicates if this is a floating assignment. |
| School Name | Name of the school. |
| Teacher Name | Name of the teacher. |

# Class Assignment Marks Admin Report

For Default and Custom Setup 1 teachers' classes, the report displays class assignment mark information for individual or multiple teachers' classes in individual or multiple reporting periods, and for Custom Setup 2 teachers' classes, it displays class assignment assessment mark information for individual or multiple teachers' classes in individual or multiple reporting periods.This report is available to users with master, school administrator, school support and principal privileges. Users logged in with School Support privileges, must access the report from the Principal Home Page.

1. On the Principal Home Page, click **Class Assignment Marks Admin** under the Report Builder Reports section.

2. On the GradeBook Report Viewer window, enter the **name** of the report in the Report Header field. Class Assignment Marks displays by default, but you may change the name, if desired.

3. In the Select Required Parameters area, select the appropriate **teacher(s)** in the Teacher(s) list.

   *Note: For users logged in with school administrator, school support or principal privileges, only the teachers in the school buildings to which you have access display in the list. For users logged in with master privileges, all the teachers in all the school buildings display.*

4. In the Select Required Parameters area, select the appropriate **reporting period(s)** in the Reporting Period(s) list.

5. Select one of the following Include Hidden Student(s) **options**:

   • **Yes** – Include students that have been hidden from a teacher's class roster.

   • **No** – Do not include students that have been hidden from a teacher's class roster.

6. In the Set Optional Filters area, select the appropriate **option(s)** in the Field Name list. See *"Class Assignment Marks Admin Report – Field Name Options"* for descriptions of all the available options.

7. Select one of the following **options** in the Operation list if it is available. The available options may vary depending on the option you selected in the Field Name list.

   • Is Equal To

   • Is Not Equal To

   • Is Less Than

   • Is Less Than or Equal To

   • Is Greater Than

   • Is Greater Than or Equal To

   • Is Before

   • Is Before or On

   • Is After

   • Is After or On

   • Begins With

   • Does Not Begin With

   • Ends With

   • Does Not End With

   • Contains

   • Does Not Contain

   • Has A Value

   • Does Not Have A Value

8. Type the appropriate **value** in the Value field.

   *Note: The available options and acceptable values vary depending on the option you selected in the Field Name list. You may be able to enter only alphabetical or only numeric characters depending on the option you selected in the Field Name list. If you selected an option in the Field Name list that ends in "Indicator," then you must select the Yes or No option in the Value field. If you selected an option in the Field Name list that requires a date, a calendar becomes available in the Value field. If you selected Has a Value or Does Not Have a Value in the Operation list, then the Value field is not available.*



**Class Assignment Marks Admin Report**

9. Specific selected columns indicated by a check mark display on the report by default. If you have selected specific filter options in the Field Name list and you want that information to display on the report, make sure to select the corresponding column name in the Columns list. Options in the Field Name list that end in "Indicator" do not have a corresponding column to display.

10. Click **View Report**.

    The report displays at the bottom of the window.

    *Note: The field or list displays red indicating an unacceptable value was entered or a required field was left blank.*

11. To save the report with your selected parameters, filters and columns, click   **Save Setup As**. On the Save Setup As window in the New report name field, type the unique **report name**, and in the New description field, type the **description** of the report. Then, click **Save**.

    The following message displays at the bottom of the window, "Report setup saved successfully."

## Class Assignment Marks Admin Report – Field Name Options

| Option | Description |
|---|---|
| Assigned Date | Date the assignment was assigned. |
| Assignment Missing Indicator | Indicates whether the assignment is missing. If you select this option, you must select Yes or No in the Value field. |
| Assignment Missing Status Name | Indicates whether the assignment is missing. If you select this option, you must type Missing in the Value field. |
| Assignment Name | Name of the assignment. |
| Assignment Past Due Indicator | Indicates whether the assignment is late. If you select this option, you must select Yes or No in the Value field. |
| Assignment Past Due Status Name | Indicates whether the assignment is late. If you select this option, you must type Past Due in the Value field. |
| Assignment Type Code | Code representing the assignment type associated with the assignment. |
| Assignment Type Name | Assignment type associated with the assignment. |
| Assignment Type Weight | Weight of the assignment type associated with the assignment. |
| Assignment Weight | Weight of the assignment. |
| Class Enrollment Status Name | Indicates whether the student is active in the class. If you select this option, you must type Active, Withdrawn or Future in the Value field. |
| Class Name | Name of class in which the student is enrolled. If no class name is assigned, then course name and section display. |
| Due Date | Date the assignment is due. |
| Exclude Mark from Class Indicator | Indicates the assignment was excluded from students' averages for the entire class. If you select this option, you must select Yes or No in the Value field. |
| Exclude Mark from Class Status Name | Indicates the assignment was excluded from students' averages for the entire class. If you select this option, you must type Exclude in the Value field. |
| Exclude Mark from Student Indicator | Indicates the assignment was excluded from an individual student's average. If you select this option, you must select Yes or No in the Value field. |
| Exclude Mark from Student Status Name | Indicates the assignment was excluded from an individual student's average. If you select this option, you must type Exclude in the Value field. |
| Grade Level Name | Grade level in which the student is enrolled. |
| HomeRoom ID | Code that identifies the homeroom to which the student is assigned. |
| Mark Comment | Comment made by the teacher about the assignment. |
| Mark Earned | Mark given by the teacher for the assignment. |
| Mark Letter Grade | Letter grade equivalent to the mark earned on the assignment based on the grading scale used. |
| Mark Value | Numeric mark equivalent to the mark earned on the assignment based on the GUI option of the mark type used by assignment type for that assignment. |
| Possible Points | Total value of the assignment. |
| Reporting Period Long Name | Name of the reporting period, which is based on the Term Begin and Term End dates, specified on the Reporting Periods screen. |

**Class Assignment Marks Admin Report – Field Name Options**

| Option | Description |
|---|---|
| Reporting Period Short Name | Short name of the reporting period as specified on the Reporting Periods screen and used in the Grading Period list on the Class Dashboard and Report Card Entry screen. |
| Roster Order | Order in which the class was assigned on the Class Roster screen. |
| Student Assignment Type Average | Average of the assignment type associated with assignment. |
| Student Assignment Type Mark | Mark equivalent to the average of the assignment type associated with assignment. |
| Student Group Name | Name of student group within a class. |
| Student Hidden Indicator | Indicates the student is hidden in the class. If you select this option, you must select Yes or No in the Value field. |
| Student Hidden Status Name | Indicates the student is hidden in the class. If you select this option, you must type Hidden in the Value field. |
| Student ID | District code that identifies the student. |
| Student Name | Full name of the student. |
| Student Reporting Period Average | Student's average in the class in the reporting period. |
| Student Reporting Period Mark | Mark equivalent to the student's average in the class in the reporting period. |
| Teacher Names | Name of the primary teacher associated with the class. |

# YTD (Year to Date) Final Grade Admin Report

The YTD (Year to Date) Final Grade Admin Report provides numerous options for displaying year to date grade information for students in individual or multiple teachers' classes or class groups. This report is available to users with master, school administrator, school support and principal privileges. Users logged in with School Support privileges, must access the report from the Principal Home Page. The YTD Final Grade Report can only be used on classes where the YTD Grade calculation has been enabled on the report card for the class. This report cannot be used on classes using standards-based grading.

1. On the Principal Home Page, select **YTD Final Grade Admin** under Report Builder Reports section.

2. On the GradeBook Report Viewer window, enter the **name** of the report in the Report Header field. YTD Final Grade Admin displays by default, but you may change the name if desired.

3. In the Select Required Parameters area, select the appropriate **teacher(s)** in the **Teacher(s)** list.

   *Note: For users logged in with school administrator, school support or principal privileges, only the teachers in the school buildings to which you have access display in the list. For users logged in with master privileges, all the teachers in all the school buildings display.*

4. In the Set Optional Filters area, select any of the appropriate **option(s)** in the Field Name list. See *"YTD (Year to Date) Final Grade Admin Report"* for descriptions of all the available options.

5. Select one of the following **options** in the Operation list if it is available. The available options may vary depending on the option you selected in the Field Name list.

   • Is Equal To
   • Is Not Equal To
   • Is Before
   • Is Before or On
   • Is After
   • Is After or On
   • Is Less Than
   • Is Less Than or Equal To
   • Is Greater Than
   • Is Greater Than or Equal To
   • Begins With
   • Does Not Begin With
   • Ends With
   • Does Not End With
   • Contains
   • Does Not Contain
   • Has A Value
   • Does Not Have A Value

6. Type the appropriate **value** in the Value field.

   *Note: The available options and acceptable values vary depending on the option you selected in the Field Name list. If you selected an option in the Field Name list that requires a date, then a calendar becomes available in the Value field. If you selected Has a Value or Does Not Have a Value in the Operation list, then the Value field is not available.*

7. Specific selected columns indicated by a check mark display on the report by default. If you have selected specific filter options in the Field Name list and you want that information to display on the report, make sure to select the corresponding column name in the Columns list.

8. Click **View Report**.

   The report displays at the bottom of the window.

   *Note: The field or list displays red indicating an unacceptable value was entered or a required field was left blank.*

9. To save the report with your selected parameters, filters and columns, click 📁 **Save Setup As**. On the Save Setup As window in the New report name field, type the unique **report name**, and in the New description field, type the **description** of the report. Then, click **Save**.

The following message displays at the bottom of the window, "Report setup saved successfully."



**YTD Final Grade Admin Report**

## YTD (Year to Date) Final Grade Admin Report

| Options | Description |
|---|---|
| Average Mark | Student's grade for the reporting period. Depending on how the year to date grade calculation is set up in the report card, the grades display differently. If the year to date grade calculation is based on a system calculation that uses grades from the report card, then the grade is the grade entered on the Report Card Entry screen. If the year to date grade calculation is based on a system calculation that uses averages from the grade book, then the grade is the numeric average from the teacher's grade book. |
| Birth Date | Date of birth of the student. |
| District Student ID | District code that identifies the student. |
| Enrollment Status Code | Code that represents whether the student is active or inactive in the school in which the student is enrolled. |
| Gender Code | Code that represents whether a student is female or male. |
| Grade Level | Grade level in which the student is enrolled. |
| Grading Scale | Grading scale selected on the Grading Scale Setup screen. |
| Report Card Name | Report card being used in the class. |
| Reporting Period Short Name | Short name of the reporting period as specified on the Reporting Periods screen and used in the Grading Period list on the Class Dashboard and Report Card Entry screen. |

## YTD (Year to Date) Final Grade Admin Report

| Options | Description |
|---------|-------------|
| School ID | Code that identifies the school in which the student is enrolled. |
| School Name | Name of the school in which the student is enrolled. |
| Student Email Address | Email address of the student. |
| Student Name | Full name of the student. |
| Teacher Name | Full name of the primary teacher associated with the class. |
| Year To Date | Student's class grade if final report cards were given at the current time. Depending on the marks used in the grading scale used in the report card, the grades display as percentage averages or point values and its mark equivalent. |
| Year To Date Value | Numeric point value equivalent of the student's class grade if final report cards were given at the current time. Depending on how the year to date grade calculation is set up in the report card, the grades display differently. If the final grade is based on numeric averages, then the grade is a percentage average. If the final grade is based on letter grades, then the grade is a point value equivalent of the letter grade. |

# Student Progress Information

GradeBook provides multiple ways for principals to view student information. You can view a student's academic progress and attendance, as well as report card and interim marks. In addition, principals can view each student's information as it displays in ParentAccess.

## Student Progress Reports

The following are variations of Student Progress Reports:

- If you want to run a basic year to date progress report, see *"Student Progress Report."*
- For standards-based report cards, if you want to display student progress by report card assessments, please see *"Student Progress Report by Assessments."*

### Student Progress Report

The Student Progress Report displays a student's cumulative performance, assignment details and absence information based on the features selected. Assignment information is grouped by assignment types. This report can be used in place of interim report cards and for Parent/Teacher conferences.

1. On the Principal Home Page, select **Student Progress Report**.
2. On the Student Progress Report by Student screen, select the appropriate **school** on which to run the report.
3. Select the appropriate **grade level**.
4. Select the appropriate **student(s)**.
5. Select any of the following **feature(s)** to display on the report:

   - **Assignment %** – Displays assignment percentage.
   - **Class Alias** – Alternative name assigned to a class by the teacher on the Class Setup screen.
   - **Class Average** – Average for the class displays next to the overall student average.
   - **Daily Attendance** – Displays daily absences and tardies.
   - **Daily Comments** – Displays daily comments entered, if any.
   - **Duplex Printing** – Allows two-sided printing with a blank page between students when the report ends on an odd page.
   - **Hide Assignments** – Displays earned points, total points, weight, and average for each assignment type, but does not display assignments.
   - **Hide Excluded** – Does not display assignments that have been excluded for the student.
   - **Hide Points** – Does not display points for both assignment type and default assessment (if standards-based).

> *Note:* If the Hide Points feature is selected, a help message displays underneath the Select One or More Features area.

- **Hide Assessments** – This feature is only for classes using the Custom Setup 2 grading scale. Displays only the default assessment. If there is no default assessment selected on the Grading Scale Setup screen, then it displays all assessments. It is recommended to also Hide Points as the point totals will not reflect the sum of the detail items shown.

> *Note:* If the Hide Assessments feature is selected, a help message displays underneath the Select One or More Features area.

- **Parent Sig. Line** – Lines for parents to sign and date verifying that they reviewed the progress report.
- **Period Attendance** – Attendance for each of the student's classes.
- **Points Missing** – The number of points missed for missing assignments.
- **Student ID** – Student's identification number.
- ✎ **Teacher Comment** – General comment appears on all students' progress reports.

6.  Select the appropriate **reporting period**.

7.  Select one of the following versions:

    - **Single Column Report** – Information displays in one column.
    - **2 Column Report** – Information displays in two columns.

8.  Select one of the following **sort order** options:

    - **Student** – Sorts information by student. This is the default option.
    - **Homeroom, Student** – Sorts information first by homeroom, if a teacher has been assigned to a homeroom, then by student last name. If a teacher is assigned to a homeroom, the teacher's name displays in the report header. If a teacher has not been assigned to a homeroom, the homeroom ID displays. If a teacher has not been assigned to a homeroom and there is no homeroom ID, the information is sorted by student last name.

9.  Select one of the following **output formats**:

    - PDF
    - Excel
    - TIFF
    - RTF

10. Click **Run the Report**.

11. Review the **report**, and then close the **report window**.

**Student Progress Report by Student Screen**



**Student Progress Report**

# Student Progress Report by Assessments

When using standards-based report cards, this report is particularly useful because it displays student progress by report card assessments. Assignments display under each report card assessment to which they are mapped. This report can be used in place of interim report cards and for Parent/Teacher conferences.

1. On the Principal Home Page under the Student Information section, select **Student Progress Report by Assessments**.

2. On the Student Progress Report by Assessments screen, select the appropriate **school** on which to run the report.

3. Select the appropriate **student(s)**.

4. Select one of the following **features** to display on the report:

   - **Daily Attendance** – Displays daily attendance.
   - **Daily Comments** – Displays daily comments.
   - **Duplex Printing** – Prints on front and back of the page with new student starting on a front page.
   - **Hide Assignments** – Displays earned points, total points, weight, and average for each assignment type, but does not display assignments.
   - **Hide Excluded** – Does not display assignments that are excluded.
   - **Hide Points** – Does not display points used to average the calculation.
   - **Parent Sig. Line** – Lines for parents to sign and date verifying that they reviewed the progress report.
   - **Period Attendance** – Displays period attendance.
   - **Points Missing** – Displays missing assignments with the amount of points the assignment is worth.
   - **Student ID** – Displays the student identification number.
   - 📝 **Teacher Comment** – General comment appears on all students' progress reports.

5. Select the appropriate **grade level**.

6. Select the appropriate **reporting period**.

7. Select one of the following **sort order** options:

   - **Student** – Sorts information by student. This is the default option.
   - **Homeroom, Student** – Sorts information first by homeroom, if a teacher has been assigned to a homeroom, then by student last name. If a teacher is assigned to a homeroom, the teacher's name displays in the report header. If a teacher has not been assigned to a homeroom, the homeroom ID displays. If a teacher has not been assigned to a homeroom and there is no homeroom ID, the information is sorted by student last name.

8. Select one of the following **output formats**:
   - PDF
   - Excel
   - TIFF
   - RTF

9. Click **Run the Report**.



**Student Progress Report by Assessments Screen**

10. Review the **report**, and then close the **report window**.

    When you view the report, it displays report card assessments from the report card.

**Student Progress Report by Assessments**

# Ineligibility Report

The Ineligibility Report displays students who may be ineligible to participate in school activities based on grade point average.

1. On the Principal Home Page under the Administrative section, click **Ineligibility Report**.

2. On the Ineligibility By GPA Report screen, select the appropriate **school** on which to run the report.

3. Select one of the following options:

   • **Activity Codes** – Generates a list of students that have been assigned to an activity that requires them to be out of their regular classroom instruction for a fraction of the school day.

   • **Activity Groups** – Generates a list of students that have joined a school sponsored activity.

4. Based on the option selected in *step 3*, select the appropriate **code(s)** or **group(s)** in the list.

5. Select the appropriate **reporting period**.

6.  Select one of the following **output formats**:

    - PDF
    - Excel
    - TIFF
    - RTF

7.  Select the appropriate **grade level**.

8.  Select the appropriate **student(s)**.

    ***Note:*** *Select the All Students option to include all the students in the code or group previously selected.*

9.  Select the appropriate **qualifier** in the Ineligibility GPA Criteria list, and then type the appropriate **grade point average** in the blank field next to the list.

10. Select the **Include Missing Grades** option to include classes that do not have grades entered in GradeBook.



**Ineligibility by GPA Report Screen**

11. Click **Run the Report**.

12. Review the **report**, and then close the **report window**.

# View Student Progress and Attendance via ParentAccess

You can view a student's progress just as a parent or student views it.

1.  On the **Principal Home Page**, under the **Student Information** section, click **View Student Progress & Attendance via ParentAccess.**

2.  On the **Student Search Page**, in the **School** drop-down list, select the appropriate school building.

3.  Click **Search**.

    A list of all the students in the entire school displays if you do not enter any information in the **Student Last Name** or **Student ID** fields.

    To narrow the search results, perform any of the following optional steps:

    *   In the **Student Last Name** field, type the last name or partial last name of the student for whom you are searching.
    *   In the **Student ID** field, type the student's identification number.

    A list of students displays matching the search criteria entered.

4.  In the **Action** column, click **View Information**.



**Student Search Page**

ParentAccess displays in a separate window.

*Note: For detailed information about ParentAccess, see ProgressBook User Guide.*

# Student Demographics Report

The Student Demographics report provides numerous options for displaying student demographic information for individual or multiple classes, class groups or homerooms. For example, you can apply specific filter options to create a report that displays student addresses for specific classes or schools. Once you save the report with your desired filter options, you can run it as often as you like.

1. On the Principal Home Page under Report Builder Reports, click **Student Demographics**.

2. Enter the **name of the report** in the Report Header field.

   Student Demographics displays by default, but you may change the name, if desired.

3. In the Set Required Parameters area, select the appropriate **school(s)** in the Schools list.

   ***Note:*** *Only the schools to which you have access display in the list.*

   ***Note:*** *If there are no available choices in which to select, then No school available displays with a red background.*

   ***Note:*** *The field or list displays red indicating an unacceptable value was entered or a required field was left blank.*

4. In the Set Optional Filters area, select the appropriate **option(s)** in the Field Name list. See *"Student Demographics Report – Field Name Options"* for descriptions of all the available options.

5. Select one of the following **options** in the Operation list if it is available. The available options may vary depending on the option you selected in the Field Name list.

   - Is Equal To
   - Is Not Equal To
   - Begins With
   - Does Not Begin With
   - Ends With
   - Does Not End With
   - Contains
   - Does Not Contain
   - Has A Value
   - Does Not Have A Value

6. Type the appropriate **value** in the Value field.

   ***Note:*** *The available options and acceptable values vary depending on the option you selected in the Field Name list. You may be able to enter only alphabetical or only numeric characters depending on the option you selected in the Field Name list. If you selected an option in the Field Name list that ends in "Indicator," then you must select the Yes or No option in the Value field. If you selected an option in the Field Name list that requires a date, a calendar becomes available in the Value field. If you selected Has A Value or Does Not Have A Value in the Operation list, then the Value field is not available.*

7.  Specific selected columns indicated by a check mark display on the report by default. If you have selected specific filter options in the Field Name list and you want that information to display on the report, make sure to select the corresponding column name in the Columns list. Options in the Field Name list that end in "Indicator" do not have a corresponding column to display.

8.  Click ⌈ View Report ⌋ .

    The report displays at the bottom of the window.

9.  To save the report with your selected parameters, filters and columns, click 👜 **Save Setup As**. On the Save Setup As window in the New report name field, type the unique **report name**, and in the New description field, type the **description** of the report. Then, click **Save**.

    The following message displays at the bottom of the window, "Report setup saved successfully."

    The report displays in the My Reports and Report Maintenance sections on the Principal Home Page after you have refreshed the screen.



**Customized Version of the Student Demographics Report**



**Disabilities Report, a Customized Version of the Student Demographics Report**

**Student Demographics Report – Field Name Options**

| Option | Description |
|---|---|
| Birth Date | Date of birth of the student. |
| Calendar Name | Calendar used by the school in which the student is enrolled. |
| Counselor Name | Name of the guidance counselor assigned to the student. |
| Disability Code | Code that represents a disability which is included in a list of disabilities recognized by the state department of education. These codes are also used in SpecialServices. If you select this option, you must type 01, 02, 03, 04, 05, 06, 08, 09, 10, 11, 12, 13, 14, 15 or ** in the Value field. |
| Disability Name | Full name of a disability which is included in a list of disabilities recognized by the state department of education. These codes are also used in SpecialServices. If you select this option, you must type the full or partial disability name in the Value field. |
| District of Residence | District in which the student resides. |
| District of Service | District in which the student receives services. |
| Enrollment Date | Date on which the student enrolled in the school. |
| Enrollment Status Code | Code that represents whether the student is active or inactive in the school in which the student is enrolled. |
| Gender Code | Code that represents whether a student is female or male. |
| Grade Level Code | Code that represents the grade level in which the student is enrolled. |
| Grade Level Name | Name of the grade level in which the student is enrolled. |
| Graduation Date | Date on which the student will graduate from high school. |
| Home School ID | Code that represents the school building in which the student was originally enrolled. |
| Homeroom ID | Code that identifies the homeroom to which the student is assigned. |
| Parent Access Disabled Indicator | Indicates whether the student's information is disabled in ParentAccess. If a parent account is associated with multiple student accounts, the parent account can still access the other student accounts. If you select this option, you must select Yes or No in the Value field. |
| Parent Access Disabled Status Name | Indicates whether the student's information is disabled in ParentAccess. If you select this option, you must type Disabled in the Value field. |
| PB School ID | GradeBook code that identifies the school in which the student is enrolled. |
| PB Student ID | GradeBook code that identifies the student. |
| School Enrollment Status Name | Indicates whether the student's record is active in GradeBook. If you select this option, you must type Active or Withdrawn in the Value field. |
| School ID | Code that identifies the school in which the student is enrolled. |
| School Name | Name of the school in which the student is enrolled. |
| Student Address Line 1 | Street address where the student lives. |
| Student Address Line 2 | Street address where the student lives. |
| Student Address Line 3 | Street address where the student lives. |
| Student Address Apt No | Apartment number where the student lives. |
| Student City | City where the student lives. |
| Student Email Address | Email address of the student. |

**Student Demographics Report – Field Name Options**

| Option | Description |
|---|---|
| Student First Name | First name of the student. |
| Student ID | District code that identifies the student. |
| Student Last Name | Last name of the student. |
| Student Middle Name | Middle name of the student. |
| Student Phone Number | Student's primary phone number. |
| Student State | State where the student lives. |
| Student Zip Code | Postal code of the address where the student lives. |
| Student's Last Parent Access Login Date | Date of the last time the student logged in to ParentAccess. |

# Discipline

If your school has discipline reporting enabled, GradeBook users with the role of Principal, Teacher, Guidance, Clerk, Master or School Administrator can report discipline incidents in GradeBook. Refer to the appropriate section as follows:

- To report a discipline incident, see *"Submit Discipline Incident."*
- To view a list of discipline incidents that you reported, see *"View Discipline Incidents."*

   ***Note:*** *You must use StudentInformation to manage the details of all discipline referrals. In GradeBook, you can only create the initial referral.*

   ***Note:*** *If you have access to more than one building and want to view or add discipline data for another building, use the application quick launch to switch to StudentInformation and change the building in context.*

## Submit Discipline Incident

To begin the process of documenting a discipline incident, you create a "referral" in which you report the basics of the incident.
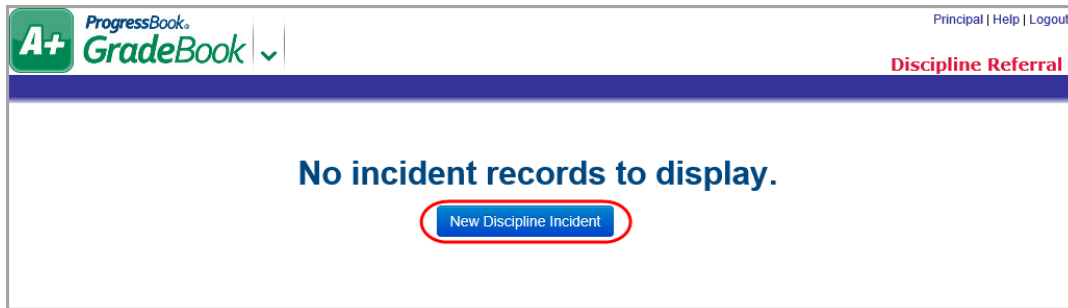
1. On the **Principal Home Page**, click **Submit Discipline**.
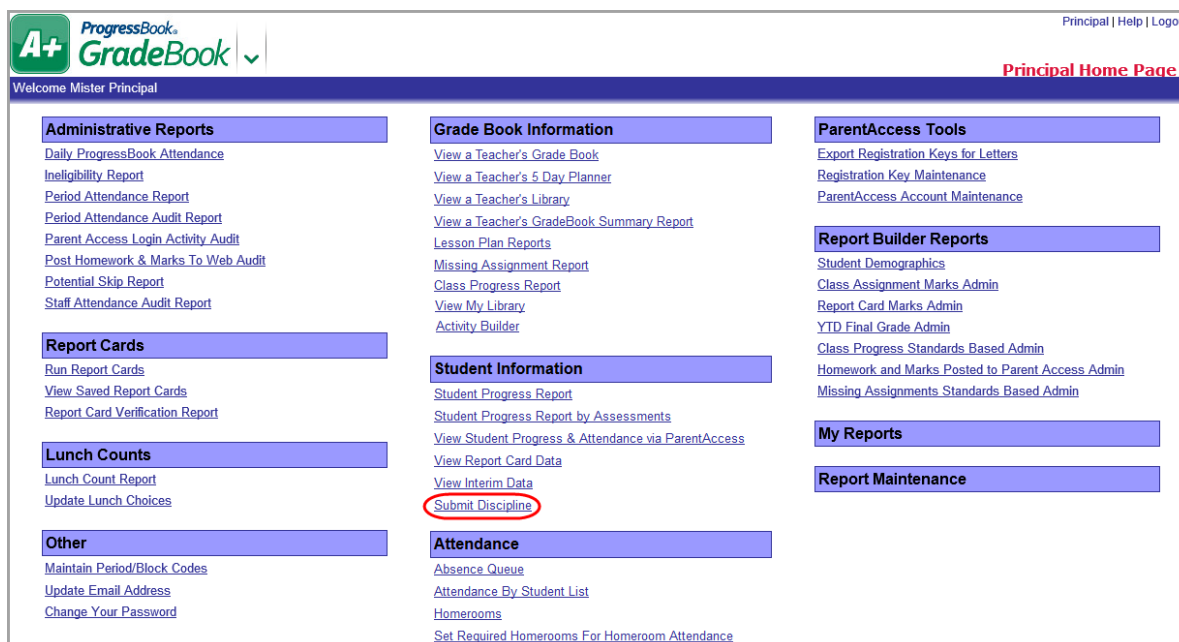


**Link to Submit Discipline Incidents**

   The **Discipline Referral** screen displays.

2. Click **New Discipline Incident**.
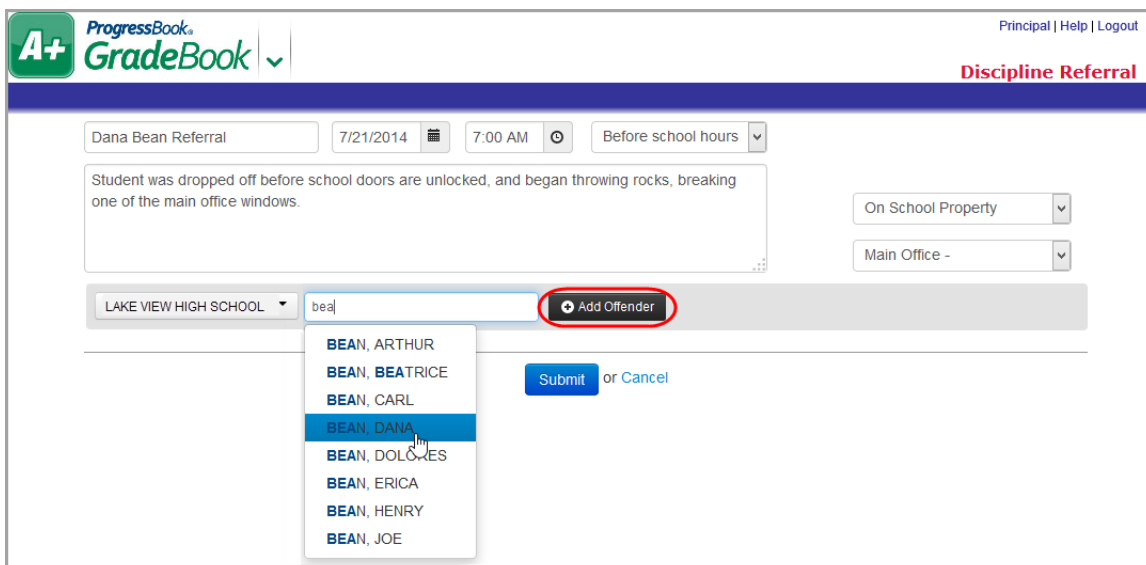


**Add New Discipline Referral**

The add version of the **Discipline Referral** screen displays.

3. Enter or select the following information:

- Name you want to assign to the incident

- Date, time and time frame during which the incident occurred (defaults to current date, current time and "During school hours")

- Optional: Incident description

- Optional: General and specific location where the incident occurred (defaults to "On School Property")

- School Name [The drop-down list includes school(s) to which you have administrative access. When you add offender(s) to the referral, select the appropriate school from this list to search for student names.]

4. Optional: Add one or more offenders. In the search box, search for the offender as follows:

a. Enter the first couple letters of the offender's first or last name.

b. In the search results that display beneath the field, select the correct offender.

c. Click **Add Offender**.



**Add Information and Offender to Discipline Referral**

The screen expands to display the offender's information.



**Offender Information**

*Note: To add another offender, repeat step 4. To delete an offender, click 🗑 .*

5. Optional: To document the district policy that was violated and/or the infraction that occurred:

   a. In the **Policies / Infractions** section, click ➕.

   b. In the respective drop-down list, select the appropriate policy and/or infraction.



**Document Policy / Infractions**

*Note: To document additional policies/infractions, repeat step 5. To delete a policy/infraction, click 🗑 .*

*Note: Be sure to complete all applicable fields before clicking **Submit**. Once you submit the incident, you cannot go back in and edit it in GradeBook!*

6. Click **Submit**.

# View Discipline Incidents

To view a list of all discipline incidents you have reported, on the **Principal Home Page**, click **Submit Discipline**.



**Link to View Discipline Incidents**

The **Discipline Referral** screen displays a list of incidents you have previously reported. If an entry is truncated, hover over it to display the full text.



**Discipline Incident List**

# Report Cards

Report Cards in GradeBook are set up by your district's GradeBook System Manager. After report cards are properly set up in the system, teachers can enter report card grades in their grade books. You can then view, generate, and print the report card information.

> *Note:  In addition to Principals, users with Clerical, School Administrator, and Master roles can also generate report cards.*

> *Note: Typically, you run elementary (standards-based) report cards from GradeBook, and you run secondary (non standards-based) report cards from StudentInformation. For more information on running report cards from StudentInformation, see ProgressBook StudentInformation Marks Guide.*

You can preview report card data, generate report cards, view and print saved report cards, and run reports. Refer to the appropriate section as follows:

- To find out which teachers have not entered report card grades for a reporting period, see *"Report Card Verification Report."*
- To view data prior to running report cards, see *"View Report Card or Interim Data."*
- To run preliminary report cards that you do not intend to release or store permanently, see *"Generate Preliminary Report Cards."*
- To view previously run preliminary report cards, see *"View Saved Preliminary Report Cards."*
- To run report cards that you intend to finalize, store permanently, and release for viewing in ParentAccess, see *"Generate Final Report Cards."*
- To view previously run final report cards, see *"View Saved Final Report Cards."*
- To finalize report cards and publish them to permanent storage and ParentAccess, see *"Finalize Report Cards."*
- To print report cards, see *"Print Final Report Cards."*
- To view report card mark information for individual or multiple teachers in individual or multiple reporting periods, see *"Report Card Marks Admin Report."*
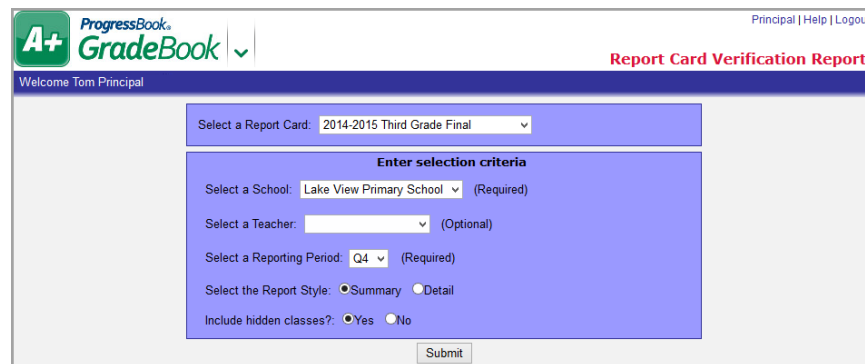
## Report Card Verification Report

The Report Card Verification Report lists teachers who have not entered report card grades for a reporting period.

1. On the **Principal Home Page**, in the **Report Cards** section, click **Report Card Verification Report**.

2. In the **Select a Report Card** drop-down list, select the appropriate report card on which to run the report.

3. In the **Select a School** drop-down list, select the appropriate school.

4. Optional: In the **Select a Teacher** drop-down list, select a teacher.

5. In the **Select a Reporting Period** drop-down list, select the reporting period.

6. For **Select the Report Style**, select one of the following options:

   • **Summary** – Lists teacher, course, section and number of student's missing grades.

   • **Detail** – Lists teacher, course, section and names of student's missing grades.

7. For **Include hidden classes?**, select **Yes** or **No**.

   • **Yes** – Includes classes that have been hidden from a teacher's grade book in the report.

   • **No** – Does not include classes that have been hidden from a teacher's grade book in the report.

8. Click **Submit**.



**Report Card Verification Report Screen**

9. Review the report, and then close the report window.

# View Report Card or Interim Data

You can view a student's interim or report card grades in a teacher's grade book and make any necessary changes before the interim or report cards are generated.

1. On the **Principal Home Page**, in the **Student Information** section, click **View Interim Data** or **View Report Card Data.**

2. On the **Interim Entry** or **Report Card Entry** screen, in the **Search** field, type the partial or full last name of the student whose interim or report card grades you want to view.

   *Note: You can also enter the student's identification number in the **Search** field.*

3. Click **Go**.

4. Select the appropriate student from the list on the left side of the screen.

   The **Interim Entry** or **Report Card Entry** screen for that student displays.

5. Make changes to the grades, if necessary.

   *Note: Select the check box at the top of a Quarter column, and then click ▦ to automatically calculate and populate the grade using the marks previously entered in the teacher's grade book.*

6. Click **Save** to save the grades for that student.

   *Note: Click **Save Next** to save the grades for that student and proceed to view the interim or report card of the next student, or click **Next** to view the interim or report card of the next student in the list without saving.*



**Report Card Entry Screen**

# Generate Preliminary Report Cards

Generating preliminary report cards creates a single RTF document that includes report cards for all students in the run. You can preview that document to determine whether you need to make any formatting modifications or data corrections. You may want to select this method under the following circumstances:

- When the report cards will be viewed only by internal staff
- When the reporting period is still open and you would like a draft copy for preview
- When you need a draft copy to assist in identifying corrections to be made in a teacher's GradeBook
- When you need a draft copy to assist in looking for formatting issues
- Any time you need to view the formatted report card but do not intend to release it

If you want to run report cards that you intend to finalize, store permanently, and publish to ParentAccess, see *"Generate Final Report Cards."*

To run preliminary report cards:

1. On the **Principal Home Page**, in the **Report Cards** section, click **Run Report Cards**.

2. On the **Report Cards** screen, select **Preliminary**, and in the **Select a Report Card** drop-down list, select the appropriate report card.

   *Note: Only active report cards display in the list.*

3. In the **Select Reporting Period for Marks** area, select the reporting period(s) whose marks you want to display on the report card.

4.  If you select a reporting period with a current comment template piece mapped to it, in the **Select a Reporting Period for Current Comment** drop-down list, select the reporting period whose comments should display as the current comments on the report card.

5.  In the **Select a School** drop-down list, select the appropriate school.

6.  Optional: In the **Enter student selection criteria** area, select or enter any or all of the following optional criteria:

    •   **Grade Level** – Generates report cards for students in a specific grade

    •   **Homeroom** – Generates report cards for students in a specific homeroom

    •   **ProgressBook Student ID** – Generates a report card for a specific student. If you do not know the student's ProgressBook ID number, click **Search** next to the field.

7.  Optional: To make the report card run easy to find in the list of saved report cards, in the **Enter a description for your saved reports list** field, enter a description.

8.  Click **Submit**.



**Report Cards Screen – Generate Preliminary Report Cards**

If the report cards generate successfully, **Completed Successfully** displays near the top of the screen.

9.  Optional: To view the report cards, click **View Saved Reports** below the **Completed Successfully** message. For more information, see *"View Saved Preliminary Report Cards."*

## View Saved Preliminary Report Cards

After you have generated report cards, you should review them for accuracy and formatting. You can go to the **Saved Report Cards** screen to view them.

1. On the **Principal Home Page**, under the **Report Cards** section, click **View Saved Report Cards**.

2. On the **Saved Reports Cards** screen, click the **Preliminary** tab.

3. In the **Name** column, click the name of the report card run you want to review.



**View Saved Preliminary Report Cards**

Depending on your browser's settings, an RTF version of the report cards may display in a new tab, or a window may display asking if you want to open or save the file.

4. Open or save the file, and then review the report cards to verify accuracy or to identify required changes.

   *Note: Saved preliminary report cards remain accessible from the **Saved Report Cards** screen until you delete them.*

5. Optional: To delete a single saved report card file, select the check box in the **Del?** column for the report card you want to delete, and then click **Submit**. You can also click the **All**, **None**, or **Error** links to select all report cards, deselect all report cards, or select only report cards with errors.

## Generate Final Report Cards

Generating final report cards creates an electronic document that parents and students can view in ParentAccess, thus eliminating the need for schools to print and mail report cards or interims. In addition to a file that includes all students, this format generates individual files for each student, so you can print individual report cards or interims in situations where a hard copy is required. You can also view each run to check accuracy and formatting before you finalize and publish the report cards to permanent storage and ParentAccess. Select this method under the following circumstances:

- When all grades have been entered
- When the report card entry window is closed and you are ready to produce report cards
- When you need to run a new report card to reflect corrected marks
- When you want report cards to be viewable in ParentAccess and stored permanently

To run preliminary report cards that you do not intend to release or store permanently, see *"Generate Preliminary Report Cards."*

To run final report cards:

1. On the **Principal Home Page**, in the **Report Cards** section, click **Run Report Cards**.

2. On the **Report Cards** screen, select **Final**, and in the **Select a Report Card** drop-down list, select the appropriate report card.

3. In the **Select Reporting Period for Marks** drop-down list, select the reporting period.

   *Note: GradeBook prints marks for the selected and previous reporting periods.*

4. If the reporting period you selected or any of the previous reporting periods have a current comment template piece mapped to them, in the **Select a Reporting Period for Current Comment** drop-down list, select the reporting period whose comments should display as the current comments on the report card.

5. In the **Select a School** drop-down list, select the appropriate school.

6. Optional: In the **Enter student selection criteria** area, select or enter any or all of the following optional criteria:

   • **Grade Level** – Generates report cards for students in a specific grade

   • **Homeroom** – Generates report cards for students in a specific homeroom

   • **ProgressBook Student ID** – Generates a report card for a specific student. If you do not know the student's ProgressBook ID number, click **Search** next to the field.

7. Optional: To make the report card easy to find in the list of saved report cards, in the **Enter a description for your saved reports list** field, enter a description.

8. Click **Submit.**



**Report Cards Screen – Generate Final Report Cards**

If the report cards generate successfully, **Completed Successfully** displays near the top of the screen.

9.  Optional: To view the report cards, click **View Saved Reports** below the **Completed Successfully** message. For more information, see *"View Saved Final Report Cards."*

    ***Note:*** *After you generate report cards, if you find errors, you can rerun them before finalizing them. Report cards are not published to permanent storage or ParentAccess until you finalize them.*

# View Saved Final Report Cards

After you have generated report cards, you should review them for accuracy and formatting. You can go to the **Saved Report Cards** screen to view them before finalizing.

1.  On the **Principal Home Page**, in the **Report Cards** section, click **View Saved Report Cards**.

    The **Saved Report Cards** screen **Final** tab displays, and the **Process** column shows the status of the report card run, with each step turning green as the report cards are processed. Converting report cards from RTF to PDF occurs automatically at an interval set by the system manager. You can view report cards at any stage of the process, but you can finalize them only after they have been converted to PDF. See *"Finalize Report Cards."*

2.  In the **Name** column, click the name of the report card run you want to view.



**View Saved Final Report Cards**

The **Report Card Student** List screen displays.

3. Review an individual student's report card or all report cards in the run:

   - To view an individual student's report card, in the **Student Name** column, click the name of the student whose report card you want to view.

   - To view all report cards in the run, in the **Actions** area, click **Download Original Report Card**.



**Report Card Student List Screen**

Depending on your selection, your browser's settings, and whether the conversion from RTF to PDF has taken place, the RTF or PDF version of the report card(s) may display in a new tab, or a window may display asking if you want to open or save the file.

4. Open or save the file, and then review the report card(s) to verify accuracy and to identify required changes.

5. Optional: If changes are required, click **Return to Saved Report Cards** to either rerun or delete the report cards.



**Return to Saved Report Cards Link**

- If only minor changes are necessary, ensure that the changes are made, select the check box in the row of the appropriate report card, and then click **Rerun**.

   ***Note:*** *Do not make changes to the RTF file because they will not be included in the rerun. The system manager should make formatting changes to the template in Report Card Builder or, if marks are incorrect, teachers should correct marks on the Report Card Entry screen for the appropriate student(s).*

- • If significant changes are necessary and/or you want to generate the report cards again at a later time, select the check box in the row of the appropriate report card, and then click **Delete**.



**Rerun or Delete Report Cards**

6. Optional: If you determine that the report cards are accurate and formatted the way you want them, you can proceed to finalize them. For details, see *"Finalize Report Cards."*

# Finalize Report Cards

After you determine that report cards are accurate and ready to distribute, you finalize them, which publishes them to permanent storage and to ParentAccess.

1. On the **Principal Home Page**, under the **Report Cards** section, click **View Saved Report Cards**.

   The **Saved Report Cards** screen **Final** tab displays.

2. In the row of the report card you want to finalize, click **Finalize**.



**Begin Finalizing Report Cards**

The row expands and presents an area for you to verify the display name and the date you want to make report cards available for viewing in ParentAccess.

3. In the **Display As** drop-down list, select the appropriate reporting period.

   *Note: The reporting period name (set up by your district's system manager) is what displays in ParentAccess.*

4. In the **Available On** field, enter or select the date you want this report card to start displaying in ParentAccess.

5. Click **OK**.

*Note: As soon as you click **OK**, report cards are published to permanent storage and are viewable in ParentAccess as of the **Available On** date. You can no longer rerun or delete this report card run! However, if errors are found after you finalize the report cards, you can generate and publish a corrected report card run using the same **Display As** reporting period and **Available On** date. The corrected report cards replace the incorrect ones in ParentAccess (if they were already available), and both the original and the corrected report cards are saved in permanent storage.*



**Complete Finalizing Report Cards**

You are returned to the **Saved Report Cards** screen, and the status of the report card you just finalized advances to **③ FINALIZE** (**Pending Print / Publish**) while the report card awaits the automatic process that creates the final PDF and publishes each individual student's PDF to permanent storage and to ParentAccess.



**Finalized Report Card Pending Print / Publish**

After the interval set by your system manager, the status changes to  **4 DONE** ,
signifying that the publishing process for this report card is complete. Once the
**Available On** date is reached, report cards are viewable in ParentAccess.

6.   Optional: To print report cards for those students requiring paper copies, click  **Print** .
     For more printing options, see *"Print Final Report Cards."*



**Report Card Published to Permanent Storage and to ParentAccess**

# Print Final Report Cards

If paper copies of report cards are required for specific students, a designation is made in
StudentInformation, and  displays next to the student's name on the **Report Card Student List**
screen. Print report cards as follows:

1.   On the **Principal Home Page**, under the **Report Cards** section, click **View Saved Report
     Cards**.

2.   On the **Final** tab, in the **Name** column, click the name of the report card you want to print.

3.   Select one of the following options as desired:

     •   To print a single report card for an individual student, on the **Report Card Student
         List** screen, either click the student's name, or in the **Format** column, click the PDF
         icon.

         The report card displays in PDF format, and you can use the print functionality in your
         PDF viewer to print it.

     •   To print report cards for all students that require paper copies, on the **Report Card
         Student List** screen, in the **Actions** area, click **View Print File**.

         The report cards for all students requiring paper copies display in one PDF document,
         and you can use the print functionality in your PDF viewer to print them.

**Click to open PDF that includes report cards for only those students who require paper copies.**

**This link opens an RTF file that includes report cards for ALL students.**

**Click to open PDF of only this student's report card.**

**Print Final Report Cards**

# Report Card Marks Admin Report

The Report Card Marks Admin report provides numerous options for displaying report card mark information for individual or multiple teachers in individual or multiple reporting period(s).

This report is available to users with master, school administrator, school support and principal privileges. Users logged in with School Support privileges, must access the report from the **Principal Home Page**.

1.  On the **Principal Home Page** under the **Report Builder Reports** section, click **Report Card Marks Admin**.

2.  Optional: If you want to assign a name to the report, in the GradeBook **Report Viewer** window, in the **Report Header** field, enter the name. **Report Card Marks** displays by default.

3.  In the **Set Required Parameters** area, in the **Report Card** drop-down list, select the appropriate report card.

4.  In the **Set Required Parameters** area, in the **Teacher(s)** drop-down list, select the appropriate **t**eacher(s).

    **Note:** *Only the teachers in the schools to which you have access display in the list.*

5.  In the **Set Required Parameters** area, in the **Reporting Period(s)** drop-down list, select the appropriate reporting period(s).

6.  Select one of the following **Include Hidden Student(s)** options:

    •   **Yes** – Include students that have been hidden from a teacher's class roster.

    •   **No** – Do not include students that have been hidden from a teacher's class roster.

7.  In the **Set Optional Filters** area, select the desired option(s) in the **Field Name** drop-down list. See *"Report Card Marks Admin Report – Field Name Options"* for descriptions of all the available options.

8.  In the **Operation** drop-down list, select one of the available options. The available options vary depending on the option you selected in the **Field Name** drop-down list.

    •   Is Equal To

    •   Is Not Equal To

    •   Is Before

    •   Is Before or On

    •   Is After

    •   Is After or On

    •   Is Less Than

    •   Is Less Than or Equal To

    •   Is Greater Than

    •   Is Great Than or Equal To

    •   Begins With

    •   Does Not Begin With

    •   Ends With

    •   Does Not End With

    •   Contains

    •   Does Not Contain

    •   Has A Value

    •   Does Not Have A Value

9.  In the **Value** field, enter the desired value.

    *Note: The available options and acceptable values in the Value field may vary depending on the option you selected in the Field Name list. You may be able to enter only alphabetical or numerical characters depending on the option you selected in the Field Name list. If you selected an option in the Field Name list that ends in "Indicator," then you must select the Yes or No option in the Value field. If you selected an option in the Field Name list that requires a date, a calendar becomes available in the Value field. If you selected Has a Value or Does Not Have a Value in the Operation list, then the Value field is not available.*

    *Note: You cannot select any columns in the Add & Remove Columns area; however, the Student Name, Course, Assessment and Reporting Period columns display by default on the report. Options in the Field Name list that end in "Indicator" do not have a corresponding column to display.*

**Report Card Marks Admin Report**

10. Click **View Report**.

    The report displays at the bottom of the window.

    *Note: The field or list displays red indicating an unacceptable value was entered or a required field was left blank.*

11. To save the report with your selected parameters and filters, click [Save Setup As...]. On the **Save Setup As** window, in the **New report name** field, type the unique report name, and in the **New description** field, type a description of the report. Then, click **Save**.

    The following message displays at the bottom of the window, "Report setup saved successfully."

**Report Card Marks Admin Report – Field Name Options**

| Option | Description |
|---|---|
| Assessment Name | Name of assessment as it displays on the report card. |
| Assessment Order | Order in which the assessment is displayed on the report card. |
| Birth Date | Date of birth of the student. |
| Class Enrollment Status Name | Indicates whether the student is active in the class. If you select this option, you must type Active, Withdrawn or Future option in the Value field. |
| Counselor Name | Name of the guidance counselor assigned to the student. |
| Course Abbrev Name | Abbreviation of course name as specified on the Update Course window. |
| Course ID | District identification code that represents the course. |
| Course Name | Name of course as specified on the Update Course window. |
| Course Short Name | Short name of course as specified on the Update Course window. |
| Course Ungraded Indicator | Indicates whether the course is ungraded as specified on the Update Course window. Usually study halls and lunch are specified as ungraded courses. If you select this option, you must select Yes or No in the Value field. |

**Report Card Marks Admin Report – Field Name Options**

| Option | Description |
|---|---|
| Enrollment Date | Date on which the student enrolled in the school. |
| Enrollment Status Code | Code that represents whether the student is active or inactive in the school in which the student is enrolled. |
| Exclude from Parent Access Indicator | Indicates whether or not the report card is designated to display in ParentAccess. If you select this option, you must select Yes or No in the Value field. |
| Gender Code | Code that represents whether a student is female or male. |
| Interim End Date | Last date of the interim as specified on the Reporting Periods screen. |
| Mark | Grade entered for an assessment on the Report Card Entry screen. |
| Mark Point Value | Numeric mark point equivalent to the grade entered for an assessment on the Report Card Entry screen based on the grading scale selected for the report card. |
| Parent Access Disabled Indicator | Indicates whether the student's information is disabled in ParentAccess. If a parent account is associated with multiple student accounts, the parent account can still access the other student accounts. If you select this option, you must select Yes or No in the Value field. |
| Reporting Period Calculation Code | Code that represents the calculation method selected for each grade calculation method as specified on the System Calcs tab in the Report Card Builder. |
| Reporting Period End Date | Last date of the reporting period as specified on the Reporting Periods screen. |
| Reporting Period Name | Name of the reporting period as specified on the Reporting Periods screen. |
| Reporting Period Order | Order in which the reporting periods display on the report card as specified on the Periods tab in the Report Card Builder. |
| Reporting Period Short Name | Short name of the reporting period as specified on the Reporting Periods screen and used in the Grading Period list on the Class Dashboard and Report Card Entry screen. |
| Reporting Period Start Date | First date of the reporting period as specified on the Reporting Periods screen. |
| Reporting Period Type Code | Code that indicates whether Gradebook Range was selected for the reporting period as specified on the Reporting Periods screen. Reporting periods that display in the Grading Period list on the Class Dashboard are set as Gradebook Range. |
| Staff ID | District code that identifies the staff user account. |
| Student First Name | First name of the student. |
| Student ID | District code that identifies the student. |
| Student Last Name | Last name of the student. |
| Student Middle Name | Middle name of the student. |
| Student Name | Full name of student. |
| Teacher First Name | First name of the primary teacher associated with the class. |
| Teacher Last Name | Last name of the primary teacher associated with the class. |
| Teacher Name | Full name of the primary teacher associated with the class. |

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# ParentAccess

Use the **ParentAccess Tools** area of the **Principal Home Page** to maintain the following items:

- **Registration keys** – See *"Maintain Registration Keys."*
- **ParentAccess accounts** – See *"Maintain ParentAccess Accounts."*

Clerks and ParentAccess administrators can also complete these tasks. For more information on ParentAccess administration procedures, see *ProgressBook ParentAccess Administration Guide*.

To monitor ParentAccess usage, see *"Parent Access Login Activity Audit."*

## Maintain Registration Keys

ParentAccess users need a registration key to create their account. Parents use a distinct parent registration key for each of their children to create their own parent account in which they see all of their children's information. Students use a student registration key to create their own student account in which they see only their own information.

This topic explains how to perform the following tasks in GradeBook related to maintaining ParentAccess registration keys:

- *"Generate Registration Keys by School"*
- *"Generate Individual Registration Keys"*
- *"Generate Additional Parent Registration Keys"*
- *"Look Up Registration Keys"*
- *"Delete Registration Keys by School"*
- *"Delete Individual Registration Keys"*
- *"Export Registration Keys"* (for parent and/or student letters)

### Generate Registration Keys by School

This procedure generates parent and student registration keys (based on school buildings you choose) for all active students without linked accounts and for whom keys do not already exist.

To generate parent and student registration keys for a single student, see *"Generate Individual Registration Keys."* To generate additional parent keys for a group of students, see *"Generate Additional Parent Registration Keys."*
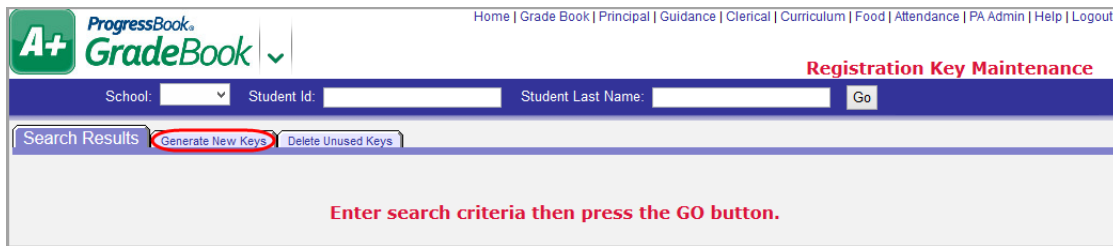
1. On the **Principal Home Page** under **ParentAccess Tools**, click **Registration Key Maintenance**.
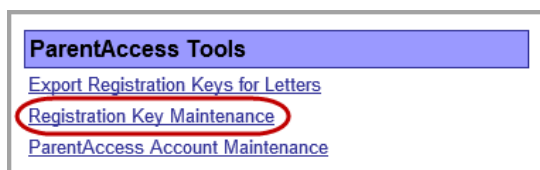


**Registration Key Maintenance Option**

The **Registration Key Maintenance** screen displays.

2.  Click the **Generate New Keys** tab.
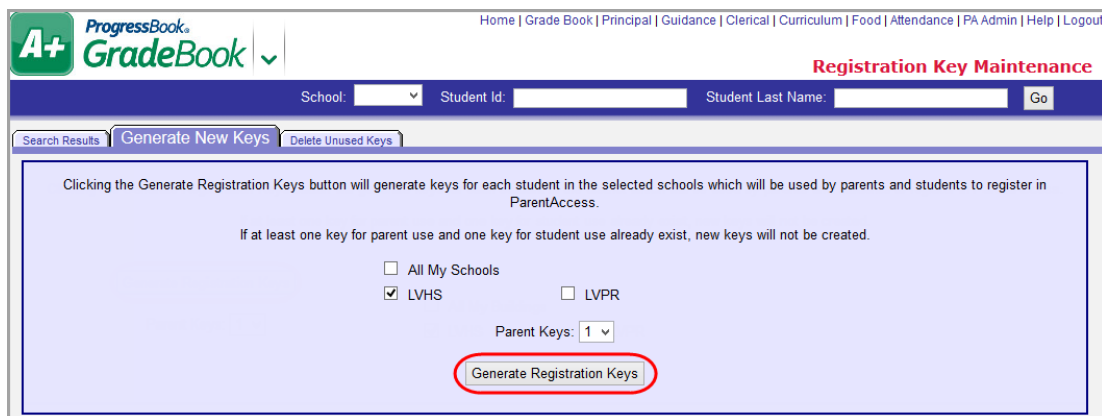


**Generate New Keys Tab**

3.  Select the schools for which you want to generate registration keys, or select **All My Schools** to generate keys for all buildings to which you have access.

4.  In the **Parent Keys** drop-down list, select the number of parent keys you want to generate for each student.

5.  Click **Generate Registration Keys.**



**Registration Key Maintenance Screen**

GradeBook generates keys for all active students in the selected school(s) without linked accounts and for whom keys do not already exist. Parent keys begin with the letters "PA" and student keys begin with "SA."

6.  Optional: To see the generated keys, see *"Look Up Registration Keys."*

# Generate Individual Registration Keys

This procedure generates parent and student registration keys for a single student.

To generate parent and student registration keys for all active students without linked accounts and for whom keys do not already exist, see *"Generate Registration Keys by School."* To generate additional parent keys for a group of students, see *"Generate Additional Parent Registration Keys."*

1. On the **Principal Home Page** under **ParentAccess Tools**, click **Registration Key Maintenance**.



**Registration Key Maintenance Option**

The **Registration Key Maintenance** screen displays.

2. Search for the student by selecting the **School** the student attends and/or by entering a partial or full **Student Id** and/or **Student Last Name**, and then click **Go**.



**Registration Key Maintenance Screen**

A list of students matching the search criteria you entered displays on the **Search Results** tab.

3. Optional: To further filter the list of students by enrollment status, for the **Select Students** option, click **Active**, **Inactive** or **All**.

4. In the row of the student for whom you want to generate an additional registration key, click [▶] .
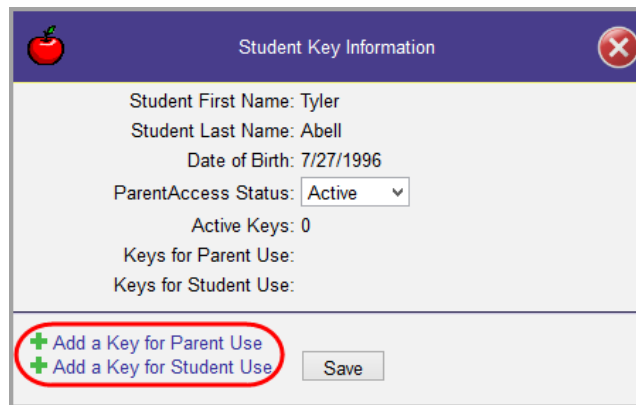


**Registration Key Search – Refined Results**

The **Student Key Information** window opens.

5. To add a parent registration key, click **Add a Key for Parent Use**. To add a student registration key, click **Add a Key for Student Use**.



**Student Key Information Window**

6. Click **Save**.

The **Student Key Information** window displays the newly created registration key(s).



**Newly Generated Keys on Student Key Information Window**

# Generate Additional Parent Registration Keys

This procedure generates additional parent registration keys for a group of students. Commonly, the students are from the same family, and you use this procedure to generate additional parent registration keys for a non-custodial parent or guardian.

To generate parent and student registration keys for all active students without linked accounts and for whom keys do not already exist, see *"Generate Registration Keys by School."* To generate parent and student registration keys for a single student, see *"Generate Individual Registration Keys."*

1. On the **Principal Home Page** under **ParentAccess Tools**, click **Registration Key Maintenance**.
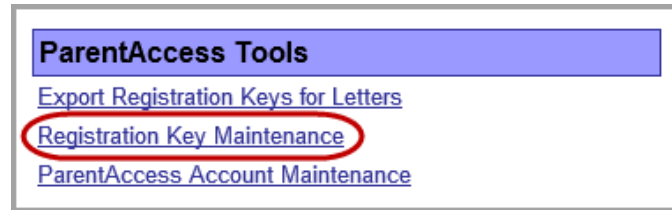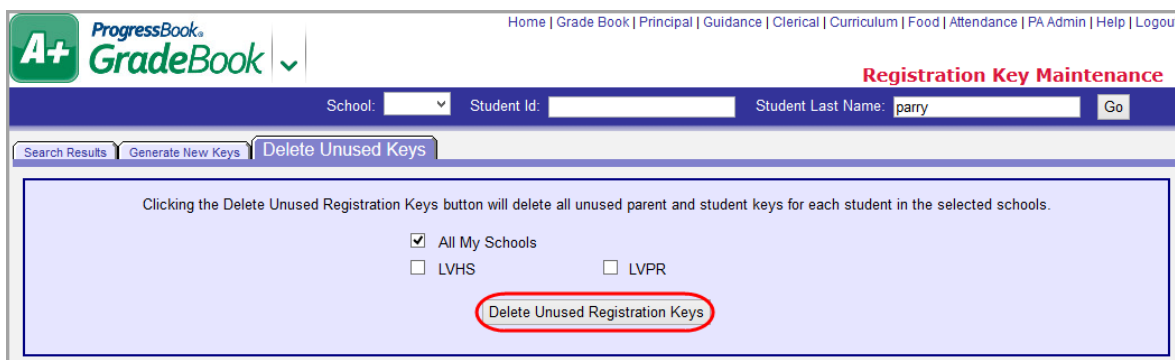


**Registration Key Maintenance Option**

The **Registration Key Maintenance** screen displays.

2. Search for the students by entering a full or partial **Student Last Name**, and then click **Go**.



**Registration Key Maintenance Screen**

A list of students matching the search criteria you entered displays on the **Search Results** tab.

3. Optional: To further filter the list of students by enrollment status, for the **Select Students** option, click **Active**, **Inactive** or **All**.

4. Click **Generate Parent Keys for Results**.



**Generate Parent Keys for Results**

GradeBook generates one additional parent key for each student in the search results.

## Look Up Registration Keys

On the **Registration Key Maintenance** screen, you can look up the registration keys you generated for students and parents.

1.  On the **Principal Home Page** under **ParentAccess Tools**, click **Registration Key Maintenance**.



**Registration Key Maintenance Option**

The **Registration Key Maintenance** screen displays.

2.  Search for the student by selecting the **School** the student attends and/or by entering a partial or full **Student Id** and/or **Student Last Name**, and then click **Go**.



**Registration Key Maintenance Screen**

A list of students matching the search criteria you entered displays on the **Search Results** tab, along with each student's registration keys.

3.  Optional: To further filter the list of students by enrollment status, for the **Select Students** option, click **Active**, **Inactive** or **All**.



**Registration Key Search – Refined Results**

# Delete Registration Keys by School

This procedure deletes all unused parent and student registration keys by school building. To delete only select parent and student registration keys, see *"Delete Individual Registration Keys."*

1. On the **Principal Home Page** under **ParentAccess Tools**, click **Registration Key Maintenance.**
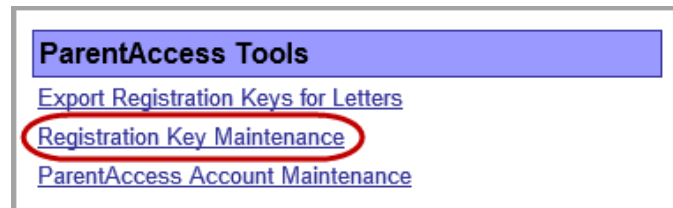


**Registration Key Maintenance Option**

The **Registration Key Maintenance** screen displays.

2. Click the **Delete Unused Keys** tab.
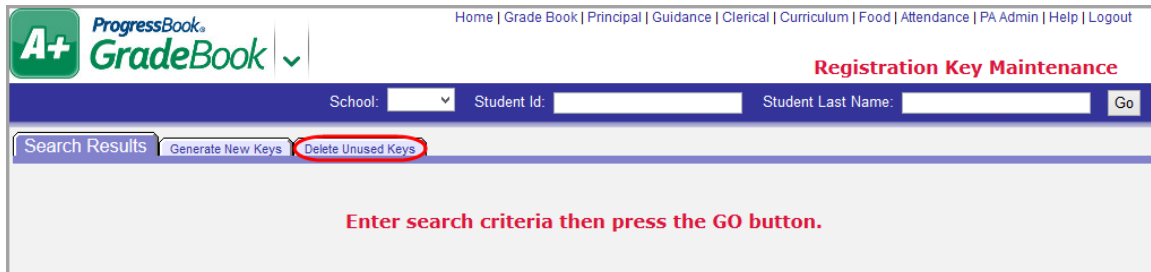


**Registration Key Maintenance Screen - Delete Unused Keys Tab**

3. Select the schools for which you want to delete unused registration keys, or select **All My Schools** to delete all unused registration keys for all buildings to which you have access.

4. Click **Delete Unused Registration Keys**.



**Delete Unused Keys**

A window displays to confirm that you want to delete all unused parent and student registration keys in the selected schools.

5. Click **OK**.

# Delete Individual Registration Keys

This procedure deletes parent or student registration keys for an individual student. To delete all unused parent and student registration keys, see *"Delete Registration Keys by School."*

1. On the **Principal Home Page** under **ParentAccess Tools**, click **Registration Key Maintenance.**



**Registration Key Maintenance Option**

The **Registration Key Maintenance** screen displays.

2. Search for the student by selecting the **School** the student attends and/or by entering a partial or full **Student Id** and/or **Student Last Name**, and then click **Go**.



**Registration Key Maintenance Screen**

A list of students matching the search criteria you entered displays on the **Search Results** tab, along with each student's registration keys.

3. Optional: To further filter the list of students by enrollment status, for the **Select Students** option, click **Active**, **Inactive** or **All**.

4. In the row of the student whose registration key(s) you want to delete, click ▶.



**Registration Key Search – Refined Results**

The **Student Key Information** window opens.

5.  Click **Delete** next to the key you want to delete, or click **Delete All Keys** to delete all of the keys for this individual student.
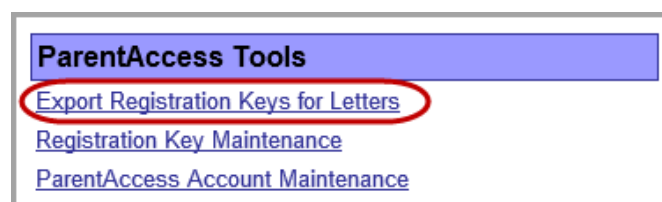


**Student Key Information Window**

6.  On the **Confirm Delete** window, click **Ok**.

7.  Click **Save**.

# Export Registration Keys

Once you generate ParentAccess registration keys, you can extract the keys along with the parent/guardian contact information in the system and then merge this information into a letter to parents explaining how to create their ParentAccess accounts.

1.  On the **Principal Home Page** under **ParentAccess Tools**, click **Export Registration Keys for Letters**.



**Export Registration Keys for Letters Option**

The **Parent Access Export Registration Keys** screen displays.



**Parent Access Export Registration Keys Screen**

2. Under **Select Extract Method**, select how you want to extract the keys ("By District," "By School" or "By Teacher").

3. In the **Registration Key Creation Date(s)** area, enter a **Start Date** and **End Date** range during which you created the keys.

4. In the **Parent/Student Keys** area, select the key type(s) you want to export ("Parent Keys" and/or "Student Keys").

5. Optional: To include inactive students in the export, select the **Include Inactive Students** check box.

6. Depending on your selection in *step 2*, perform the following additional steps:

   • If you selected "By District," skip this step.

   • If you selected "By School," in the **Select Schools** area, select one or more schools for which you want to export keys. (To select more than one school, hold down the <Ctrl> key while making your selections.)

   • If you selected "By Teacher," in the **Select Schools** area, select one or more schools for which you want to export keys, and then in the **Select Staff for Extract** area, select one or more staff members for whose students you want to export keys. (To select more than one school or staff member, hold down the <Ctrl> key while making your selections.)

7. Optional: To generate an export file that includes one row per student, with separate columns for each key, select the **Output single row per student** check box. (The default output contains a row for each key.)

   *Note: If more than one address type exists for a student, the row repeats for each address type.*

8. Optional: To create a file name of your choosing for the export file, enter the desired name in the **Filename** field.

9. Click **Submit**.

10. On your Internet browser's pop-up window, select whether to open or save the extracted file.

    The file opens in your spreadsheet software or saves to the location you selected.

11. In a word processing application, create a letter to parents explaining how to create their ParentAccess account.

12. Merge the spreadsheet file into the letter file.

    *Note: For more specific instructions about performing a mail merge, see the Help documentation for the word processing application.*

# Maintain ParentAccess Accounts

This topic explains how to make changes to a user account in ParentAccess, including updating account information, disabling an account, removing a student from an account, unlocking an account, deleting an account, and resetting a password. To help determine what changes to make, you can export current user information to a CSV file.

1. On the **Principal Home Page** under **ParentAccess Tools**, click **ParentAccess Account Maintenance**.



**ParentAccess Tools**
Export Registration Keys for Letters
Registration Key Maintenance
ParentAccess Account Maintenance
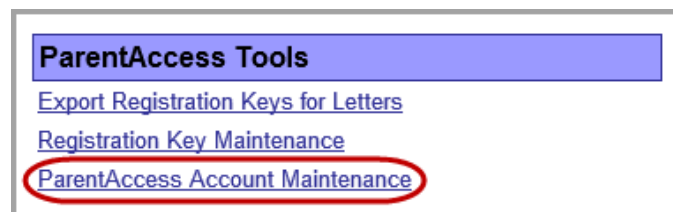
**ParentAccess Account Maintenance Option**

The **ParentAccess Account Maintenance** screen displays.

2. Optional: If you want to export a CSV file that includes all current user account information for all schools, click **Export All**.

3. Search for the user account you want to update by selecting the **School** and/or by entering a partial or full **User's Last Name**, **Email Address**, **User Name**, **Student ID**, and/or **Student Last Name**, and then click **Go**.



**ParentAccess Account Maintenance Screen**

A list of user accounts matching the search criteria you entered displays.

4. Optional: To further filter the list of user accounts, in the **Accounts** area, click **With Students** or **Without Students**.

5. Optional: To export a CSV file that includes user account information for only the accounts in your search results, click **Export Results**.

6. In the row of the user account that you want to update. click ▶.



**User Account Search – Refined Results**

The **Update User** window opens.

7. To make any needed updates to the user's profile information:

   a. On the **Profile** tab, make changes as follows:

   • To update name, user name or email address information, enter the new information in the **First Name**, **Last Name**, **User Name**, and/or **Email Address** fields.

- To disable the account, in the **Status** drop-down list, select **Disabled**.
- To remove a student from the account, in the **Students** area, beside the student's name, click **Delete**, and on the confirmation window, click **OK**.
- To unlock an account that is locked due to too many failed login attempts, click the **Unlock** link, and on the confirmation window, click **OK**.
- To delete the account, at the bottom-left corner of the screen, click **Delete**, and on the confirmation window, click **OK**.

   b. Click **Update**.

8. To send the user an email with password reset instructions, at the bottom of the window, click **Send password reset**.

   *Note: This link does not display if the user has not provided an email address.*



**Update User Window – Profile Tab**

9. To reset a password for a user:

   a. On the **Password** tab, in the **Password** field, enter a new password.

   *Note: The **Password** tab only displays if one or more of the following conditions are met:*

- The account is a student account.
- The account is a parent account and one of the following is true:
  - You have the role of Master or School Administrator.
  - You have the role of Clerk, Principal or School Support, and the **Enable Password Change?** option is selected for this school.

b.  Click **Update**.

c.  Recommended: Encourage the user to create a new secure password once s/he signs in.



**Update User Window – Password Tab**

# Parent Access Login Activity Audit

The **Parent Access Login Activity Audit** allows teachers and administrators to monitor the last time parents and students logged in to ParentAccess. One of the report options displays a list of parents and students who have never logged in to use ParentAccess.

1.  On the **Principal Home Page**, under **Administrative Reports**, click **Parent Access Login Activity Audit**.



**Administrative Reports Area**

The **ParentAccess Login Activity Audit** screen displays.

**ParentAccess Login Activity Audit Screen**

2. In the **Select a School** area, select the school on which to run the report.

3. In the **Select Students** area, select the student(s) whom you want to include in the report, or select "All Students."

   *Note: To select multiple students, press and hold <Ctrl> as you make your selections.*

4. In the **Select a Grade Level** area, select the desired grade level.

5. In the **Select Time Frame** area, either select one or more reporting periods or type a date in the **Start Date** field to return results from the specified date to the present.

6. In the **Select the Account Types** area, select one or more of the following account types:

   • **Parents** – Users with parent accounts who have logged in to ParentAccess display in alphabetical order by last name with the date of their last login.

   • **Students** – Users with student accounts who have logged in to ParentAccess display in alphabetical order by last name with the date of their last login.

   • **Parents (Never logged in)** – Users with parent accounts who have never logged in to ParentAccess during the specified time frame display in alphabetical order by last name.

- **Students (Never logged in)** – Users with student accounts who have never logged in to ParentAccess during the specified time frame display in alphabetical order by last name.

- **No Account** – If a ParentAccess account does not exist for particular students, the names display in alphabetical order by last name.

7. In the **Select the Output Format** area, select one of the following output formats:

- PDF

- Excel

- TIFF

- RTF

8. Click **Run the Report**.

9. Review the report and then close the report window.



**ParentAccess Login Activity Audit Report in PDF format**

# Lunch Counts

GradeBook provides an efficient method for entering and retrieving lunch count data. District staff has the ability to enter general lunch options for their building. Then, teachers enter lunch counts in their grade book each morning, and food service or administrative staff can easily run lunch count reports on the entire building.

## Update Lunch Choices

Lunch choices should be general options for lunch, rather than specific menu items.

1. On the Principal Home Page, click **Update Lunch Choices**.

2. On the Lunch Choices screen, select the appropriate **school** in the School list.

3. You can perform any of the following options:

    • To add a new lunch item, type the **name of the item** in the Lunch Choice column on the next available row.

    • To edit an existing lunch item, change the lunch item as needed.

    • To delete an existing lunch item, click the **check box in the Del?** column next to the item.

4. Click **Save**.



**Lunch Choices Screen**

*Note: You cannot delete a lunch choice that has a lunch count associated with it.*

# Lunch Count Report

The Lunch Count Report provides daily automated lunch count data entered by teachers. By providing Food Service personnel with their own login, they can run reports in order to plan food preparation for an entire school building.

1.  On the Principal Home Page under the Lunch Counts section, click **Lunch Count Report**.

2.  On the Lunch Count Report screen, select the appropriate **school**.

3.  Type the **date** of the report in the Date field.

4.  Select one of the following report **versions**:

    •   **Summary Report** – Displays total lunch counts for entire school by lunch choice.

    •   **Detail Report** – Displays lunch count for each class by lunch choice.

5.  Select one of the following **output formats**:

    •   PDF

    •   Excel

    •   TIFF

    •   RTF

6.  Click **Run the Report**.



**Lunch Count Report Screen**

7.  Review the report and then close the report window.



**Lunch Count Report**

# Account Maintenance

## Update Email Address

The email address you enter here is used mainly for communication purposes. This email address displays on the product feedback form which can be accessed by clicking on the GradeBook logo in the upper left corner of the screen.

1. On the **Principal Home Page**, click **Update Email Address**.

2. On the **Update Your Email Address** window, type your full email address in the **Email Address** field.

3. Click **Update**.

4. Close the **Update Your Email Address** window.
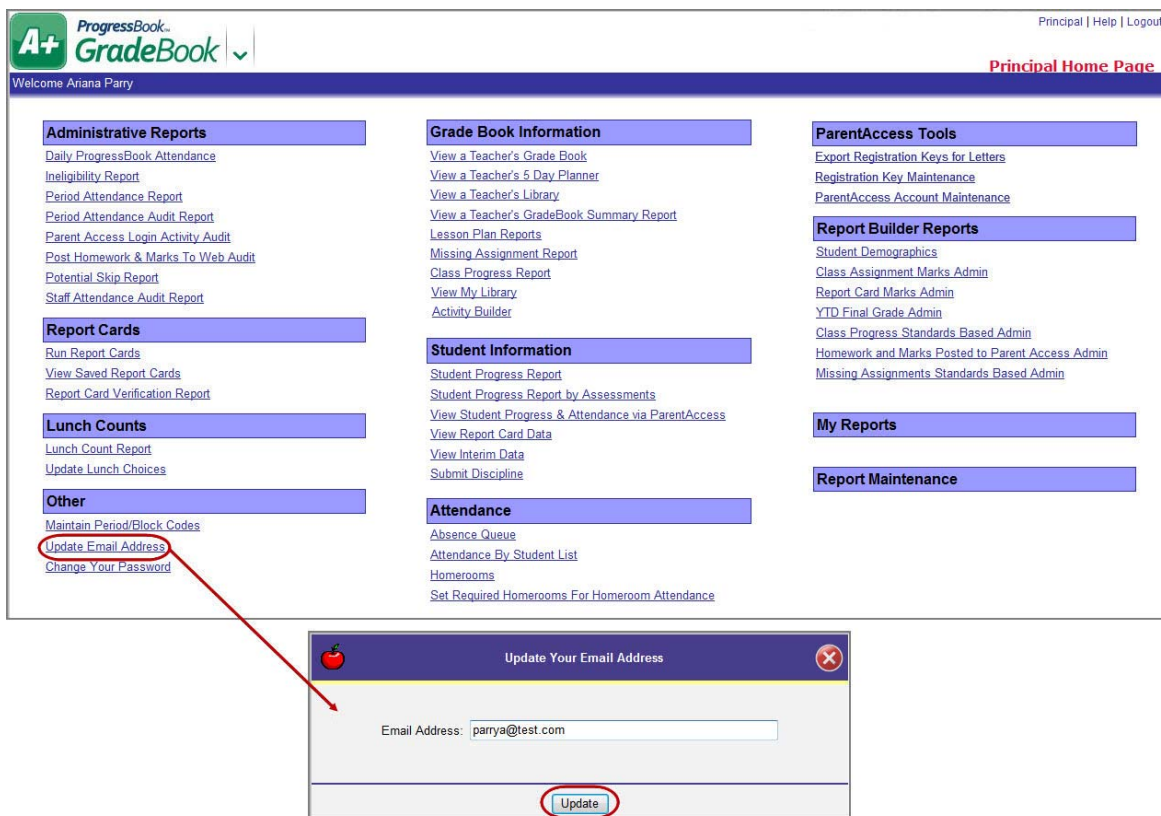


**Update Your Email Address**

# Change Password

To view a video of this procedure, go to:
http://www.progressbook.com/Videos/GB/Principal-Change-Password

If your district has enabled the **Staff Password Changes** option, **Change Your Password** displays on your home page. ProgressBook applications recognize each user by individual login, so changing your password in GradeBook changes your password in all ProgressBook applications.

1. On the **Principal Home Page**, click **Change Your Password**.

   The CentralAdmin **Change Password** screen displays.

2. On the **Change Password** screen, in the **Current Password** field, enter your current password.

   *Note: For ProgressBook authenticated accounts, by default, password requirements are eight characters with at least one uppercase letter, one lowercase letter, one number and one special character; however, your district may have different requirements.*

3. In the **New Password** field, enter your new password.

   *Note: If you enter your current password as your new password, the following message displays: "The new password cannot be the same as the old password."*

4. In the **Confirm New Password** field, re-enter your new password.

5. Click **Change Password**.

   *Note: For ProgressBook authenticated users, by default, you must wait 360 days to reuse a password; however, your district may have different requirements. If you enter a previously used password, the following message displays: "You cannot set the password to a previously used password."*

   *Note: For Windows authenticated users, contact your Windows administrator for password reuse requirements.*

   The system returns you to the **Principal Home Page**.

**Change a Password**

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