

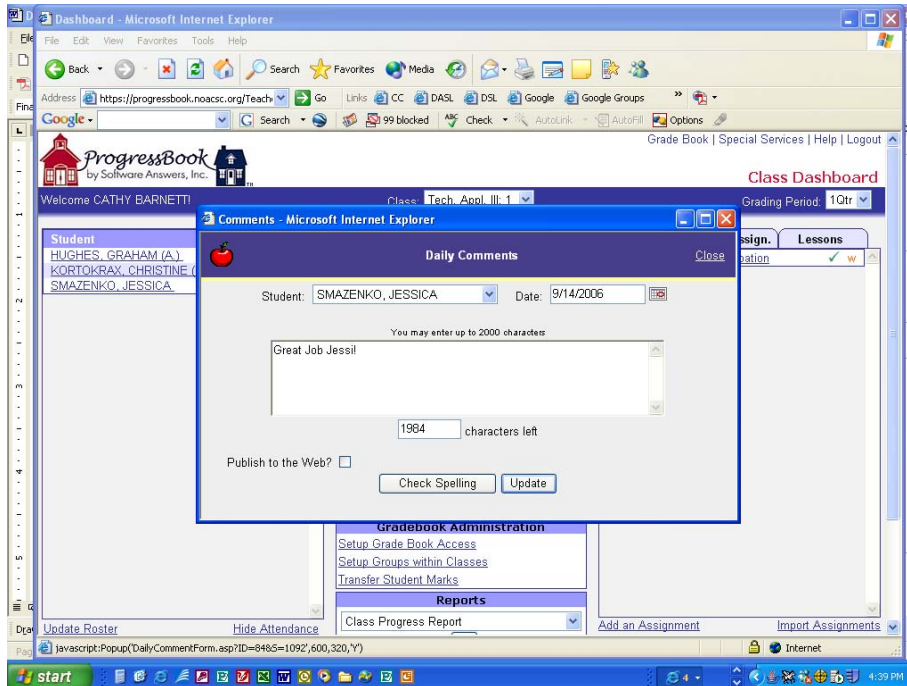
# Progressbook

- 1) Check all classes for the following:
  - o You have all classes and can see the correct reporting periods.
  - o You have hidden second semester classes.
  - o Students who are actually in the class are listed in class roster.
  - o Students who should not be in the class but are not marked with 'W' are reported to the office and/or C. Barnett.
  - o Students who are marked as Withdrawn are hidden.
- 2) Categories and weights have been established (see PB documentation).
- 3) **Grading scales assigned** (see PB documentation).
- 4) Each student has nine weeks average grade and you have hand calculated a few grades for accuracy.
- 5) Comments: while at Class Dashboard click on paper/pencil icon to right of student's name to enter comment about a student's progress in a particular class. The comment will be dated. These comments will print on the Progress Report. (This is different from assignment comments)

The screenshot displays the ProgressBook Class Dashboard interface. At the top, the browser window title is "Dashboard - Microsoft Internet Explorer" and the address bar shows "https://progressbook.noacsc.org/Teach". The page header includes the ProgressBook logo and "Class Dashboard". The main content area is divided into several sections: "Student" (listing HUGHES, GRAHAM (A.), KORTOKRAX, CHRISTINE (L.), and SMAZENKO, JESSICA.), "Classroom Administration" (with links for Seating Chart, Daily Attendance, Period Attendance, Post Homework, and View Parent/Student Access Web Site), "Lesson Plans" (with links for Add a New Lesson, Search for Lessons, 5 Day View, and Import Schedule), "Assignments & Marks" (with links for Grade Book Grid, 5 Day View, Add an Assignment, Recurring Assign., Enter Report Cards, and Enter Interns), "Average Calc Setup" (with links for Assignment Types, Grading Scales, Calc Methods & Weights, and Calculate Averages), "Gradebook Administration" (with links for Setup Grade Book Access, Setup Groups within Classes, and Transfer Student Marks), and "Reports" (with a dropdown menu for Class Progress Report). The right sidebar shows "Assignments" (9/5 Part midterm participation) and "Lessons" (checked). The bottom of the page has "Update Roster", "Hide Attendance", "Add an Assignment", and "Import Assignments" buttons. The Windows taskbar at the bottom shows the start button, several application icons, and the system tray with the time 4:38 PM.

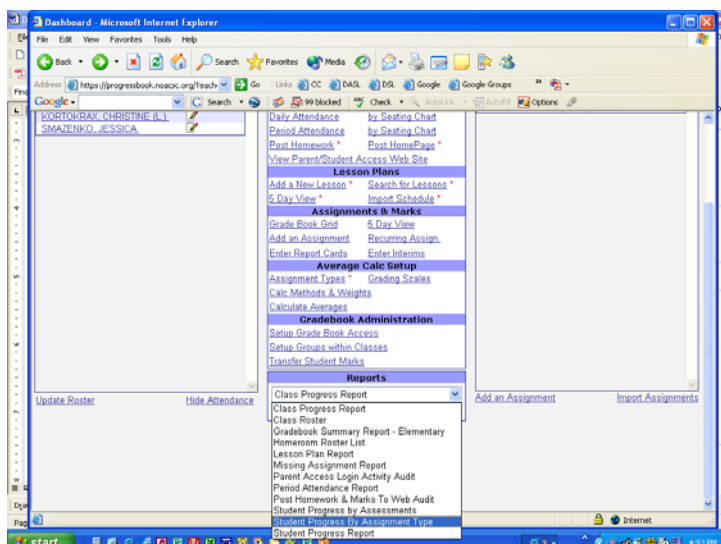
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6) Enter comment – this comment is an overall comment about the student’s work for the class. You have a limit of 2000 characters.



7) Click on Update and Close the window.

8) Student reports will be printed by the office. If you want to print a more detailed report for a particular student you may do so through your own gradebook. While at the class dashboard go to Reports and select a report format. Then select the fields you would like to print.



Midterm Progress Reports  
9-14-06