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# ProgressBook GradeBook Principal User Guide



# **ProgressBook GradeBook Principal User Guide**

(This document is current for ProgressBook GradeBook v13.6.0 or later.)

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# 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
13.6.0	<i>"Beta ParentAccess View Students' and Parents' Registration Keys"</i>	86	Added note about Active, Inactive, and All statuses and updated screen shot.
13.6.0	<i>"Beta ParentAccess Delete Individual Registration Keys"</i>	87	Updated screen shot to show Active, Inactive, and All statuses.
13.6.0	<i>"Delete an Individual Beta ParentAccess Account"</i>	92	Added procedure for deleting an individual account.
13.5	<i>"Change Password"</i>	100	Added video for changing your password.
13.4	<i>"Generate Report Cards"</i>	67	Added information about selecting reporting periods and comments.
13.4	<i>"Beta ParentAccess Search and Update Users' Accounts"</i>	90	Updated information for ParentAccess Account Maintenance, Students and screen shot.
13.3.1	Throughout Guide	N/A	Updated screen shots to show application quick launch.
13.3.1	<i>"Log In to GradeBook"</i>	1	Updated information for logging in to GradeBook.
13.3.1	<i>"Sign Out of GradeBook"</i>	2	Updated information and screen shot for signing out of ProgressBook applications.
13.3.1	<i>"Use the Application Quick Launch"</i>	4	Added information about the application quick launch.
13.3.1	<i>"Extract Contact Information and Registration Keys for Letters"</i>	88	Updated screen shot to show EnrollmentStatusCd, DistrictStudentID, and HomeroomID.
13.3.1	<i>"Change Password"</i>	100	Updated information about changing your password.
13.2	<i>"Log In to GradeBook"</i>	1	Updated information about logging in to ProgressBook applications.
13.2	<i>"Sign Out of GradeBook"</i>	2	Added information about signing out of ProgressBook applications.
13.2	<i>"Principal Home Page"</i>	3	Added information about selecting a district and updated screen shot.
13.2	<i>"Change Password"</i>	100	Updated information about changing your password.
13.1	Entire Guide	N/A	Change ParentAccess to Classic ParentAccess.
13.1	<i>"Principal Home Page"</i>	3	Added information about Beta ParentAccess Tools and updated screen shot.
13.1	<i>"View Teacher's Grade Book"</i>	21	Added "t" as a symbol that can be entered on the Grade Book Grid.
13.1	<i>"Student Progress Information"</i>	51	Added information about viewing student's progress on the Classic ParentAccess and Beta ParentAccess Web Site.

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## Change Log

<b>Product Version</b>	<b>Heading</b>	<b>Page</b>	<b>Reason</b>
13.1	<i>“View Student Progress and Attendance via Classic ParentAccess or Beta ParentAccess”</i>	58	Added information about Beta ParentAccess Web Site.
13.1	<i>“Classic ParentAccess Tools”</i>	75	Updated ParentAccess to Classic ParentAccess for entire chapter.
13.1	<i>“Beta ParentAccess Tools”</i>	83	Created section for Beta ParentAccess.
13.1	<i>“Update Email Address”</i>	99	Updated screen shot to show Beta ParentAccess Tools.
13.0	<i>“View Student Progress and Attendance via Classic ParentAccess or Beta ParentAccess”</i>	58	Added information about the View BETA link and updated screen shot.

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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 the school district's student-information system, if it is integrated with one, 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.

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## 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 Web site, 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, you 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.

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## 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.



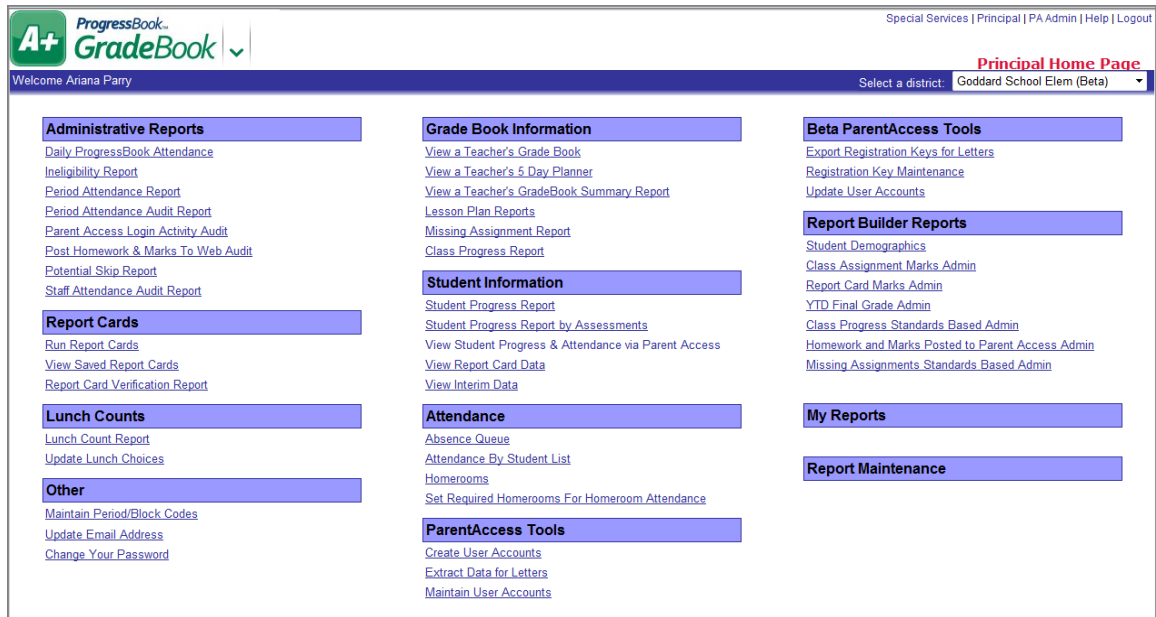
### Sign Out of GradeBook

## 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, Beta 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

## Web Site Banner

You can use the links in the Web site 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.

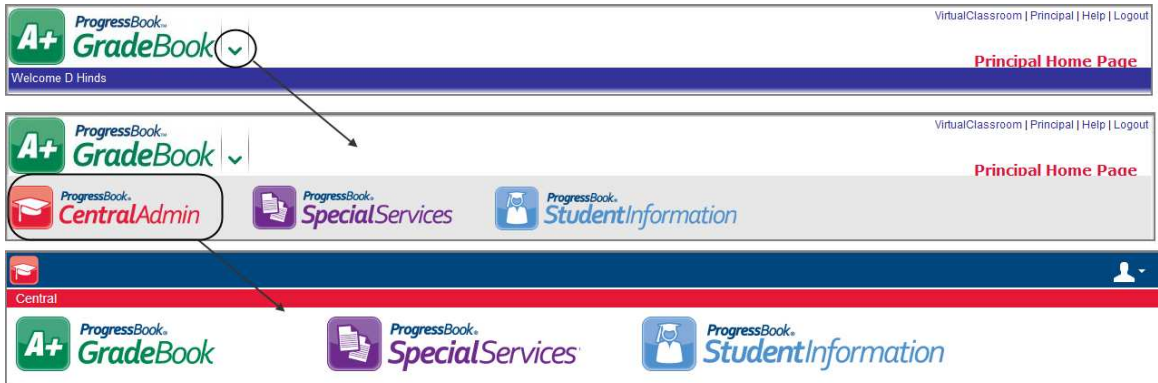
Web Site Banner

## 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

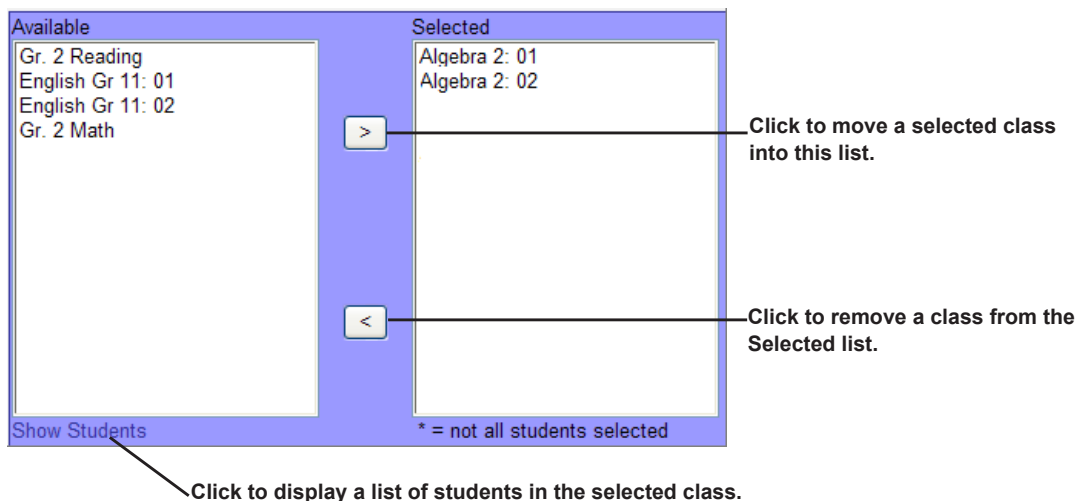
Report	Default and Custom Setup 1	Custom Setup 2
<b>Classic Reports</b>		
Class Progress Report	Yes	No
Daily ProgressBook Attendance	Yes	Yes
Gradebook Summary Report - Elementary	Yes	Yes
Ineligibility Report	Yes	Yes
Lesson Plan Report	Yes	Yes
Lunch Count Report	Yes	Yes
Missing Assignment Report	Yes	No
Period Attendance Report	Yes	Yes
Period Attendance Audit Report	Yes	Yes
Parent Access Login Activity Audit	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
<b>Report Builder Reports</b>		
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 the ParentAccess Web site. 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*” .

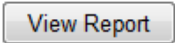






- **Student Demographics** – Provides numerous options for displaying student demographic information for individual or multiple teachers' classes, class groups or homerooms. See “*Student Demographics Report*” .
- **YTD Final Grade Admin** – Provides numerous options for displaying year to date grade 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  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  **View Report** or  .
- To show report headers, required parameters, optional filters and columns, click  **Show Setup**. To hide this area, click  **Hide Setup**.
- To save the report with the 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**.
- To navigate to a specific student on the report, click  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   to navigate to the next page or last page, or use these icons   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 the student information system. 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 the student information system.

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*.

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## 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.

<b>Daily Attendance Report Lake View High School</b>	
HR: 230	
Ryback, Lindsay	T
Safar, Eric	U
Salopek, Neal	U
Schreiber, Kathryn	T
HR: 233	
Root, Mona	T
Sabatka, Matthew	U
Sauder, Matthew	U
Scaglione, Stephanie	T
HR: 234	
Ruggerio, Theodore	T
Saurman, Dina	U

Daily Attendance Report

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## 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

ProgressBook  
A+ GradeBook

Special Services | Principal | Help | Logout

Welcome Mr. John Principal1

**Admin Period Attendance Report**

Select the Report Options, then Click the "Run" Button

Select a School:  
Lake View High School  
Lake View Primary School

Select Teacher(s):  
Teacher31, (Tea31)  
Teacher32, (Tea32)  
Teacher33, (Tea33)  
Teacher34, (Tea34)  
Teacher35, (Tea35)  
Teacher36, (Tea36)  
Teacher37, (Tea37)  
Teacher38, (Tea38)

Select Time Frame:  
Enter a Range:  
Start Date: 2/8/10  
End Date: 2/12/10

Select the Version:  
 Sort by Date, Teacher, Period  
 Sort by Teacher, Date, Period

Select the Output Format:  
 PDF  
 Excel  
 TIFF  
 RTF

Show attendance not taken  
 Show attendance taken

Run the Report

**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.

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## 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.



**Note:** Only one Date field may display if your school district integrates with certain student information systems.

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.

**Select the Report Options, then Click the "Run" Button**

**Select a School:**

- Lake View High School
- Lake View Primary School

**Select a Grade Level:**

- 09
- 10
- 11
- 12
- Adult Ed - Graduate
- Adult Ed - Not Graduate
- Adult Special Ed

**Select Students:**

- All Students
- Adamczyk, Jennifer
- Day-Lawson, Mary Kate
- DeCesare, Justin
- Deemer, Cherine
- Dew, Jessica
- Dewan, Sasha
- Dewey, Jacob
- Deyling, Michael
- Dial, Carla
- Dick, Erin
- Dobak, Michael
- Dolciato, Linda
- Dove, Mary
- Driggs, Joshua

**Select Block(s):**

- All Blocks
- 1
- 2
- 3
- 4

**Select Dates:**

**Enter a Range:**

Start Date:

End Date:

**Select the Version:**

Sort by Student

Sort by Date

**Select the Output Format:**

PDF    Excel    TIFF    RTF

A "Skip" is counted when a student is absent from class but not absent from school.

Absence codes for Daily Attendance are: a   HA                             

Absence codes for Period Attendance are: A   T   U

**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.

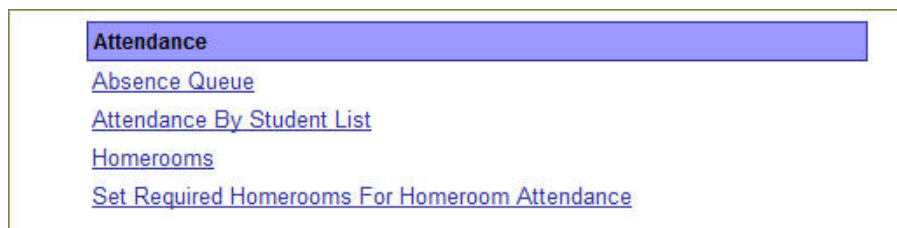
For more detailed information about Homerooms, see the *ProgressBook GradeBook Attendance User Guide*.

---

## 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.

ProgressBook A+ GradeBook | Special Services | Principal | Help | Logout

Welcome Mr. John Principal1

Period/Block Codes

Code	Start Time	Duration (in minutes)	Delete
1	7:00 AM	50	<input type="checkbox"/>
2	7:50 AM	50	<input type="checkbox"/>
3	8:40 AM	50	<input type="checkbox"/>
4	9:30 AM	50	<input type="checkbox"/>
5	10:20 PM	50	<input type="checkbox"/>
6	11:10 PM	50	<input type="checkbox"/>
7	12:00 PM	50	<input type="checkbox"/>
8	12:50 PM	50	<input type="checkbox"/>
9	1:40 PM	50	<input type="checkbox"/>
A	2:30 PM	50	<input type="checkbox"/>
B	3:20 PM	50	<input type="checkbox"/>
			New

Save Copy to new List: Go

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.

ProgressBook...  
**A+** GradeBook

Special Services | Principal | PA Admin | Help | Logout

Welcome Ariana Parry

**Teacher Search Page**

**Search for a Teacher**  
Enter any combination of search criteria and press the Search button. Partial names can be used in the search.

School: Lake View Elementary School      Teacher Last Name: hinds      Teacher ID:

Course:

**View Information**  
Find the teacher, then click the appropriate action link.

Last Name	First Name	ID	School	Action
hinds	ginneen	123456	Lake View Elementary School	<a href="#">View Grade Book</a>

### 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.

Teacher Grade Book Information



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 Web site banner to return to the Teacher Search Page.

Student	Avg	Ms	Att	Cmt	HW 2/17 Chapter 7 Worksheet	HW 2/19 Page 301 - odd problems	QZ 2/26 Chapter 7 Quiz	HW 3/4 Page 310 - odd problems	HW 3/17 Chapter 8 Worksheet
Albrecht, Jessica	52.50 F 63/120	1			23	8		9	23
Allen, Joseph	88.33 B+ 106/120				23	10	39	9	25
Sher, Kelly	90.83 A- 109/120				23	9	46	8	23
Sheren, Mark	88.33 B+ 106/120				20	8	43	9	26
Shermak, Erin	63.33 D 76/120	1			20	8	39	9	
Shultz, Ciara	85.00 B 102/120				19	10	40	10	23
Shunfenthal, Kevin	89.17 B+ 107/120				20	10	43	8	26
Sibbel, Richard	79.17 C+ 95/120				22	9	36	8	20
Sigel, Geoffrey	85.83 B 103/120				20	8	42	9	24
Sikanda, Katalin	70.83 C- 85/120	1				9	43	8	25

**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	Yellow	Past due
t	t	Light Beige	Late
!	!	Gray	Excluded
!!	!!	Orange	Excluded but posted to Web
	L	Fuchsia	Excluded as Lowest
	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 Web Site.

## 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.

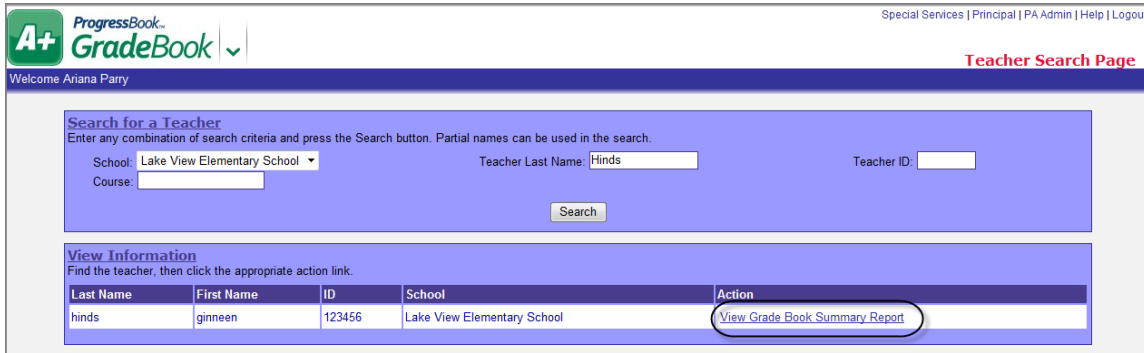
1. On the Principal Home Page, click **View a Teacher's GradeBook Summary Report**.
2. On the Teacher Search Page screen, search for the teacher for whom you want to view the report.
  - a. On the Teacher Search Page screen, select the appropriate **school**.
  - b. Click **Search**.

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



The screenshot shows the 'Gradebook Summary Report - Elementary' screen. At the top, there is a navigation bar with 'Special Services | Principal | Help | Logout' and a user greeting 'Welcome Mr. John Principal1'. The main content area is titled 'Select the Report Options, then Click the "Run" Button'. It contains several sections:

- Select a Report Card:** A list box with options: '2nd Grade Report Card', '2nd Grade Report Card (Copy)', '2nd Grade Report Card (Copy)', and '2nd Grade Report Card (Copy)'. The first option is selected.
- Select Date:** A section titled 'Select a Period:' with radio buttons for 'Q1', 'Q2', 'Q3' (selected), and 'Q4'.
- Select the Output Format:** Radio buttons for 'PDF' (selected), 'Excel', 'TIFF', and 'RTF'.
- Academic Criteria:** A section titled 'Grade Book Filter:' with a dropdown menu set to 'Classes with any', another dropdown set to 'Letter Grade', a '<=>' button, and a dropdown set to 'Lake View Primary School Default: A+'.
- Select Report Card Course(s):** A list box with options: 'Fitness Education', 'Health', 'Mathematics', 'Music', 'Reading' (selected), 'Science', 'Social Studies', and 'Social/Personal Growth'. A link '(Click Here to Select All)' is present.
- Select Class(es):** A list box with options: 'Math - Gr 02: 01' and 'Reading - Cr 02: 01' (selected). A link '(Click Here to Select All)' is present.
- Sort Order:** Two dropdown menus: 'Student Name' set to '1st' and 'Homeroom' set to '2nd'.

At the bottom of the form, there is a note: '\* Classes selected are used to process all active students enrolled. Those classes may not actually appear on the report.' and a 'Run the Report' button.

### 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.

Search for a Teacher  
Enter any combination of search criteria and press the Search button. Partial names can be used in the search.

School: Lake View Primary School      Teacher Last Name:       Teacher ID:

Course:

**View Information**  
Find the teacher, then click the appropriate action link.

Last Name	First Name	ID	School	Action
Teacher1		Tea1	Lake View Primary School	<a href="#">View 5 Day Planner</a>
Teacher10		Tea10	Lake View Primary School	<a href="#">View 5 Day Planner</a>
Teacher11		Tea11	Lake View Primary School	<a href="#">View 5 Day Planner</a>
Teacher12		Tea12	Lake View Primary School	<a href="#">View 5 Day Planner</a>
Teacher13		Tea13	Lake View Primary School	<a href="#">View 5 Day Planner</a>

### 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 Web site banner.

## 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.

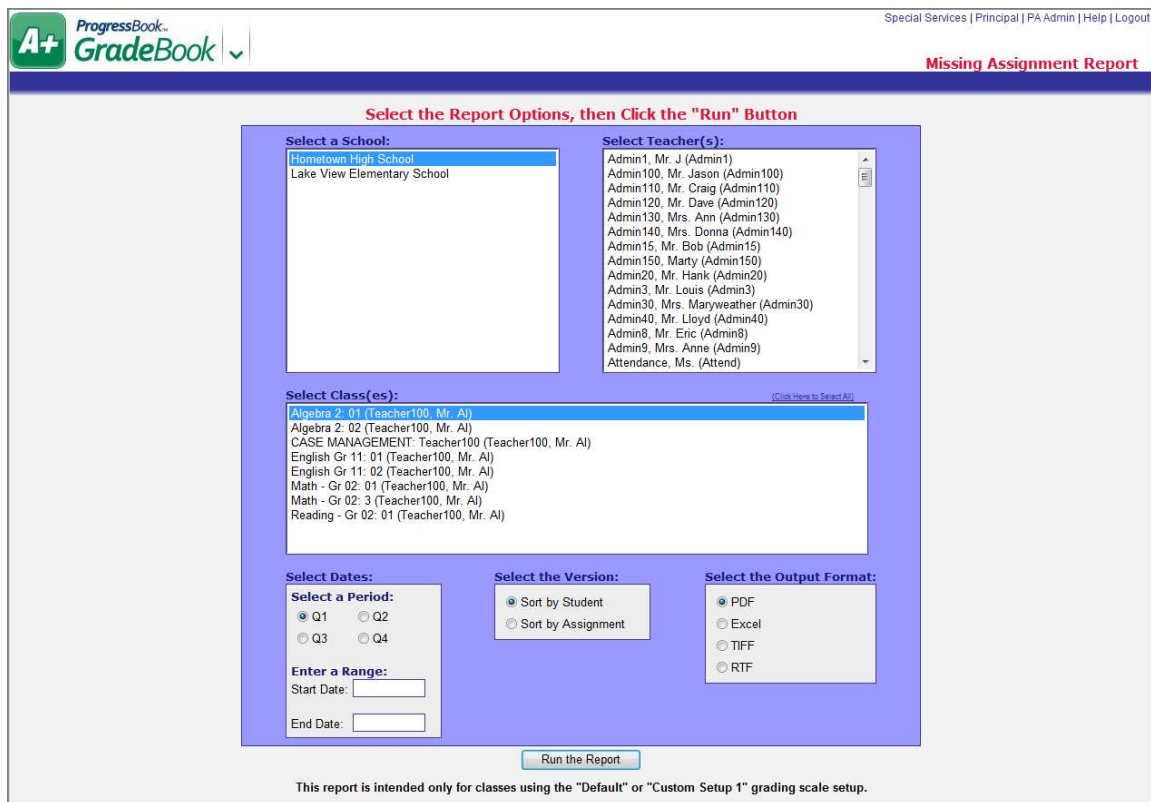
## Missing Assignment Report

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.



ProgressBook GradeBook

Special Services | Principal | PA Admin | Help | Logout

**Missing Assignment Report**

Select the Report Options, then Click the "Run" Button

**Select a School:**

- Homatown High School
- Lake View Elementary School

**Select Teacher(s):**

- Admin1, Mr. J (Admin1)
- Admin100, Mr. Jason (Admin100)
- Admin110, Mr. Craig (Admin110)
- Admin120, Mr. Dave (Admin120)
- Admin130, Mrs. Ann (Admin130)
- Admin140, Mrs. Donna (Admin140)
- Admin15, Mr. Bob (Admin15)
- Admin150, Marty (Admin150)
- Admin20, Mr. Hank (Admin20)
- Admin3, Mr. Louis (Admin3)
- Admin30, Mrs. Maryweather (Admin30)
- Admin40, Mr. Lloyd (Admin40)
- Admin8, Mr. Eric (Admin8)
- Admin9, Mrs. Anne (Admin9)
- Attendance, Ms. (Attend)

**Select Class(es):**

- Algebra 2: 01 (Teacher100, Mr. AJ)
- Algebra 2: 02 (Teacher100, Mr. AJ)
- CASE MANAGEMENT: Teacher100 (Teacher100, Mr. AJ)
- English Gr 11: 01 (Teacher100, Mr. AJ)
- English Gr 11: 02 (Teacher100, Mr. AJ)
- Math - Gr 02: 01 (Teacher100, Mr. AJ)
- Math - Gr 02: 3 (Teacher100, Mr. AJ)
- Reading - Gr 02: 01 (Teacher100, Mr. AJ)

**Select Dates:**

**Select a Period:**

Q1  Q2  
 Q3  Q4

**Enter a Range:**

Start Date:   
 End Date:

**Select the Version:**

Sort by Student  
 Sort by Assignment

**Select the Output Format:**

PDF  
 Excel  
 TIFF  
 RTF

This report is intended only for classes using the "Default" or "Custom Setup 1" grading scale setup.

### 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**

Hinds,Ginneen					
Art:	Reporting Period: 2ND QUARTER				
Student Name: D'Souza,Jack	Reporting Period Average:			Reporting Period Mark:	
Assignment Name	Due Date	Assignment Type	Points	Weight	
Clay Work	11/17/2011	CW		1	
Math - Gr 02.4					
Student Name: Decrane,Jayla	Reporting Period Average: 80.00			Reporting Period Mark: B-	
Assignment Name	Due Date	Assignment Type	Points	Weight	
Math Facts	9/5/2011	HW	5	1	
Student Name: Denes,Clair	Reporting Period Average: 84.00			Reporting Period Mark: B	
Assignment Name	Due Date	Assignment Type	Points	Weight	
Math Facts	9/8/2011	HW	5	1	
Student Name: Diem,Steven	Reporting Period Average: 65.33			Reporting Period Mark: D	
Assignment Name	Due Date	Assignment Type	Points	Weight	
Adding by 2s	10/4/2011	Quiz	20	1	
Student Name: Dienes,Taylor	Reporting Period Average: 86.67			Reporting Period Mark: B+	
Assignment Name	Due Date	Assignment Type	Points	Weight	
Math Facts	9/6/2011	HW	5	1	
Student Name: Dietrick,David	Reporting Period Average: 86.67			Reporting Period Mark: B+	
Assignment Name	Due Date	Assignment Type	Points	Weight	
Math Facts	9/12/2011	HW	5	1	
Student Name: D'Souza,Jack	Reporting Period Average: 76.00			Reporting Period Mark: C	
Assignment Name	Due Date	Assignment Type	Points	Weight	
Math Facts	9/1/2011	HW	5	1	

**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

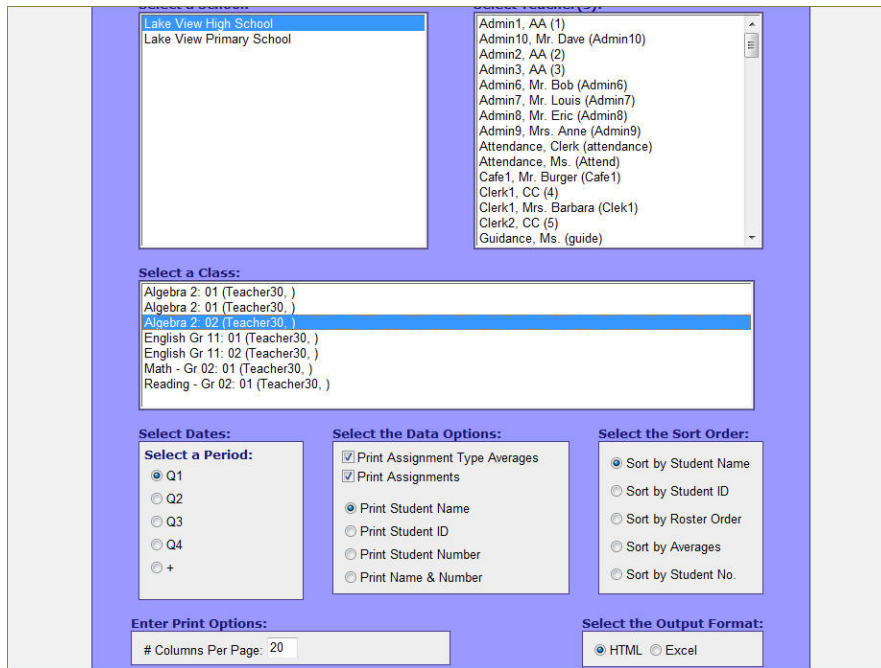
This is a Classic style report, which now only works for traditional teachers' classes using the Default or Custom Setup 1 grading scale. If you are trying to run a report for a teacher's class using standards-based grading, please use the Report Builder report. The Class Progress Report displays assignment 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 the student information system.

- **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.

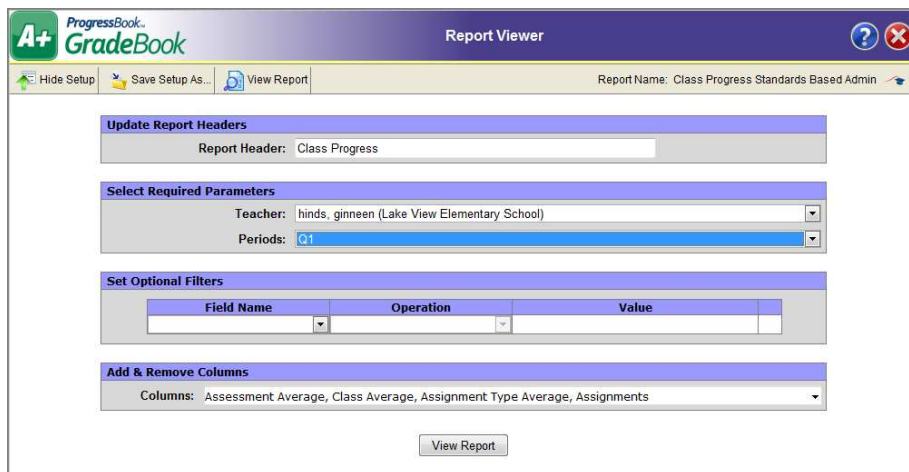
7. Specific selected columns indicated by a check mark display on the report by default. If you have selected specific filter options in the Field Name list and you want that information to display on the report, make sure to select the corresponding **column name** in the Columns list.

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  **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										
Primary Teacher: Hinds, Ginneen					Reporting Period: 1ST QUARTER					
Math - Gr 02 : 4										
Students	Class Avg	Avg			Avg			Quiz Adding by 2s (20 points)		
		Quiz	HW		1	2	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
<b>Class Average:</b>	89.14	93.21	86.49		89.14	90.00	87.03	19.29	9.00	9.00
<b>Total Points:</b>								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 marks were posted to the ParentAccess Web Site.

1. From the Principal Home Page, 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. Type the appropriate **dates** in the Start Date and End Date fields.
4. Select one of the following **output formats**:
  - PDF
  - Excel
  - TIFF
  - RTF
5. Select one of the following **homework** options in the Select View area:
  - **All Posted** – Displays homework and assignments that have been posted to the Homework section of Classroom tab in the ParentAccess Web Site.
  - **Not Posted** – Displays homework and assignments that have not been posted to the Homework section of the Classroom tab in the ParentAccess Web Site.
  - **No Homework Given** – Displays only classes in which homework and assignments marks were not posted to the ParentAccess Web Site.
6. Select one of the following **marks** options in the Select View area:
  - **All Posted**– Displays assignments in which marks were posted to the ParentAccess Web Site.
  - **Not Posted** – Displays assignments in which marks were not posted to the ParentAccess Web Site.
7. Select one of the following **view** options in the Select View area:
  - **Summary** – Displays only classes in which homework and assignment marks were posted to the ParentAccess Web Site.
  - **Detail** – Displays homework and assignments in which marks were posted to the ParentAccess Web Site in order by assignment due date, along with assignment description and assignment type.

The screenshot shows the 'Homework and Marks Posted To Parent Access' report configuration screen. At the top, there is a header with the ProgressBook logo and navigation links: 'Special Services | Principal | Help | Logout'. Below the header, a red banner reads 'Homework and Marks Posted To Parent Access'. A blue bar below the banner says 'Welcome Mr. John Principal1'. The main content area has a red heading: 'Select the Report Options, then Click the "Run" Button'. The form is divided into several sections:
 

- Select a School:** A list box containing 'Lake View High School' (highlighted) and 'Lake View Primary School'.
- Select Dates:** A section titled 'Enter a Range:' with 'Start Date: 2/12/2008' and 'End Date: 2/13/2008'.
- Select the Output Format:** Radio buttons for PDF (selected), Excel, TIFF, and RTF.
- Select View:** Three sections:
  - Homework:** Radio buttons for 'All Posted' (selected) and 'Not Posted', and a checkbox for 'No Homework Given'.
  - Marks:** Radio buttons for 'All Posted' (selected) and 'Not Posted'.
  - View:** Radio buttons for 'Summary' and 'Detail' (selected).

Homework and Marks Posted To Parent Access Screen

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

## 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 marks are posted to the ParentAccess Web site.

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 Header 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 list, select the appropriate **school**.

**Note:** Only the schools to which you have access display in 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 marks were posted to the ParentAccess Web site.
  - **No** - Displays assignments in which marks were not posted to the ParentAccess Web site.


7. In the Published Assignment To Homework option, select one of the following options:
  - **Yes** - Displays only classes in which homework and assignment marks were posted to the ParentAccess Web site.
  - **No** - Displays only classes in which homework and assignment marks were not posted the ParentAccess Web site.
8. In the Set Optional Filters area, select the appropriate option in the Field Name list. See “Homework and Marks Posted to Parent Access Admin Report – Field Name Options” for descriptions of all available options.
9. 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
  - 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. 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.

11. Click **View Report**.

The report displays at the bottom of the window.

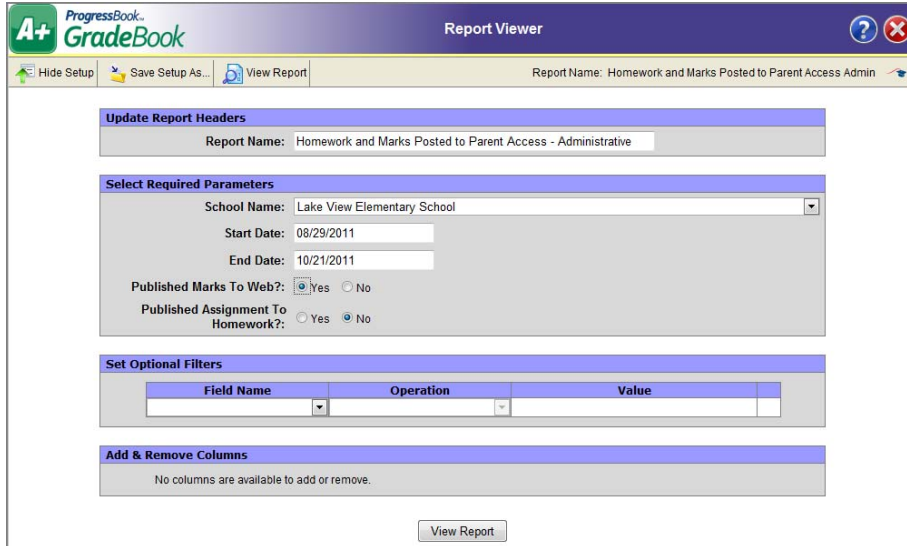
**Note:** The field or list displays red indicating an unacceptable value was entered or a required field was left blank.

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**.

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



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

**Homework and Marks Posted to Parent Access - Administrative**

Homework and assignment marks posted between 8/29/2011 and 10/5/2011

Lake View Elementary School					
Teacher Name	Class Name	Date Range	Assignment Description	Assignment Type	Marks Posted?
Hinds, Ginneen	Math - Gr 02: 1	9/30/2011 to 9/30/2011	Friday Quiz	Quiz	Yes
		9/16/2011 to 9/16/2011	Friday Quiz	Quiz	Yes
		9/9/2011 to 9/9/2011	Friday Quiz	Quiz	Yes
		9/2/2011 to 9/2/2011	Friday Quiz	Quiz	Yes
Teacher1,	Math - Gr 02: 01	9/26/2011 to 10/13/2011	Addition 1-15 Worksheet	Homework	Yes
		9/20/2011 to 10/7/2011	Math Solver Sheet 2	Homework	Yes
		9/12/2011 to 9/30/2011	Addition 1-10 Worksheet	Homework	Yes
		9/26/2011 to 9/26/2011	Addition 1-15 Worksheet	Homework	Yes
		9/6/2011 to 9/23/2011	Chapter 1 Quiz	Quizzes	Yes
		9/20/2011 to 9/20/2011	Math Solver Sheet 2	Homework	Yes
		9/12/2011 to 9/12/2011	Addition 1-10 Worksheet	Homework	Yes
		8/22/2011 to 9/9/2011	Math Solver Sheet 1	Homework	Yes
		9/6/2011 to 9/6/2011	Chapter 1 Quiz	Quizzes	Yes
8/22/2011 to 8/22/2011	Math Solver Sheet 1	Homework	Yes		
Teacher10,	Math - Gr 02: 01	9/26/2011 to 10/13/2011	Addition 1-15 Worksheet	Homework	Yes

Assignments with (\*\*\*) were posted with Post Homework feature. These are notices and not actual assignments.  
Date Ranges with (--) are floating assignments and may have varying due dates.

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**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 Set 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.

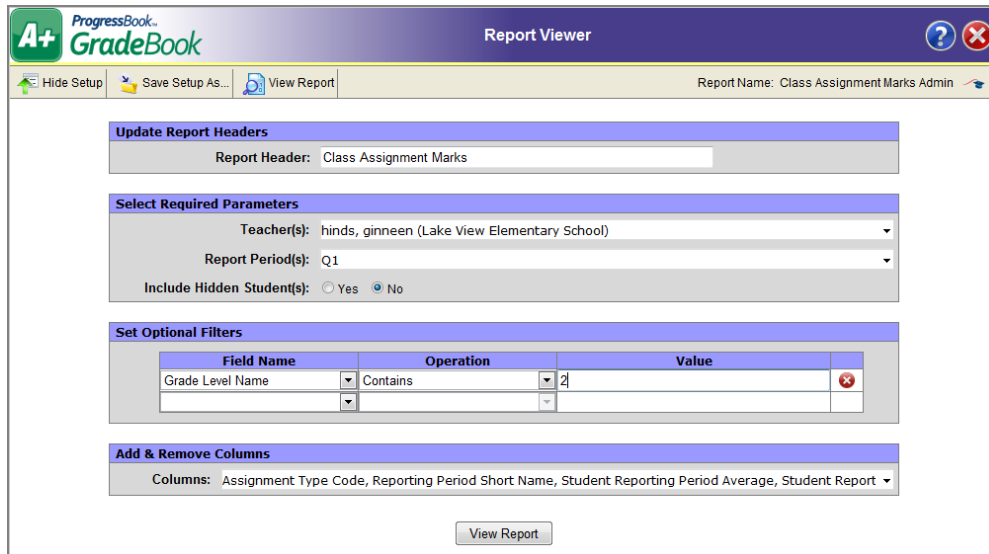
**Note:** If there are no available choices in which to select, then No teacher available displays with a red background.

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

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

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.

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

Option	Description
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.
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.

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

Option	Description
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.*

***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 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**

Teacher Name	Class Name	Report Card	Student Name	Q1	Q2	Q3	Q4	Year To Date
Teacher1,	Algebra 2: 01	High School Report Card	Adamczyk, Jennifer	85.59	87.16	90.68	70.20	83.41 (B)
			Nader, Adelaide	63.34	87.51	74.57	85.94	77.84 (C)
			Nadig, Cheridan	83.99	84.00	90.06	87.63	86.42 (B)
			Pruc, Shannon	87.80	74.52	81.60	90.43	83.59 (B)
			Randjekovic, Christina	88.08	84.23	88.68	85.75	86.69 (B)
			Rencic, Carolyn	83.06	87.39	87.54	82.00	85.00 (B)
			Retherford, Jonathon	89.48	84.92	80.92	76.60	82.98 (B)
			Reyes, Jacqueline	85.95	85.11	87.66	89.46	87.05 (B)
			Robinson, Megan	71.84	86.66	88.74	87.31	83.64 (B)
			Ryland, Nicole	88.27	76.49	90.57	87.31	85.66 (B)
			Scarnecchia, Trevor	78.24	82.14	86.52	88.37	83.82 (B)
			Schlessinger, Kevin	88.64	82.40	76.34	87.34	83.68 (B)
			Schoonover, Lauren	84.47	80.11	37.72	86.52	72.21 (C)
			Seelman, Kimberly	81.37	83.35	78.63	85.57	82.23 (B)
			Sgro, Brittany	83.15	85.48	92.28	70.54	82.86 (B)
			Shannon, Brett	90.29	83.92	86.52	82.80	85.88 (B)
			Sladik, Jillian	78.85	86.13	67.88	84.72	79.40 (C)
Slates, Tiffany	89.95	83.54	72.28	84.72	82.62 (B)			
Smerdel, Brian	88.11	70.78	89.43	87.97	84.07 (B)			
	Algebra 2: 02	Lake View High School (Letter Grades YTD)	Shannon, Brett	A	B-			3.35 (B+)
			Sicari, Ryan	B	B-			2.85 (B-)
			Sladik, Jillian	A	B-			3.35 (B+)
			Slates, Tiffany	B	B-			2.85 (B-)
			Smerdel, Brian	B	B-			2.85 (B-)

\* Students with a grading scale different from that of the class.

**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.

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# 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 is displayed on the Classic ParentAccess Web Site or Beta ParentAccess Web Site.

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## 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

Progress Report		Lake View Primary School	
Student: D'Souza, Jack		HR: Hinds, Ginneen	
Reading - Gr 02		Hinds, Ginneen	
<b>1ST QUARTER</b>			
<b>Homework</b>		Points: 93/105	Average: 88.57 (B+)
09/01/11	Weekly Vocabulary List - Overall Grade	9/10	
09/08/11	Weekly Vocabulary List - Recognizes vocabulary	9/10	
09/15/11	Weekly Vocabulary List - Overall Grade	12/15	
09/22/11	Weekly Vocabulary List - Overall Grade	9/10	
09/22/11	Weekly Vocabulary List - Recognizes vocabulary	4/5	
09/22/11	Weekly Vocabulary List - Demonstrates comprehension	5/5	
09/29/11	Weekly Vocabulary List - Overall Grade	10/10	
09/29/11	Weekly Vocabulary List - Recognizes vocabulary	4/5	
09/29/11	Weekly Vocabulary List - Demonstrates comprehension	5/5	
10/04/11	Vocabulary chapter 3 - Overall Grade	8/10	
10/06/11	Weekly Vocabulary List - Overall Grade	9/10	
10/06/11	Weekly Vocabulary List - Recognizes vocabulary	4/5	
10/06/11	Weekly Vocabulary List - Demonstrates comprehension	5/5	
<b>Test</b>		Points: 107/115	Average: 93.04 (A)
10/04/11	Chapter 2 Test - Recognizes vocabulary	25/25	
10/04/11	Chapter 2 Test - Demonstrates comprehension	24/25	
10/04/11	Chapter 2 Test - Applies higher level thinking skills	22/25	
10/12/11	Book Report - Applies reading strategies as presented	9/10	

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

The screenshot shows the 'Student Progress Report by Assessments' interface. At the top, there is a navigation bar with links: Home | Grade Book | Special Services | Principal | Guidance | Clerical | Curriculum | Food | Attendance | PA Admin | Help | Logout. The main header includes the 'A+ ProgressBook GradeBook' logo and the title 'Student Progress Report by Assessments'. Below the header, a blue banner reads 'Select the Report Options, then Click the "Run" Button'. The main content area is divided into several sections:

- Select a School:** A list box containing 'Lake View High School', 'Lake View Intermediate School', 'Lake View Middle School', and 'Lake View Primary School'.
- Select a Grade Level:** A list box containing grade levels from 02 to 08.
- Select Students:** A list box containing a list of student names, including 'All Students', 'D'Souza, Jack', 'Dawood, Supta', 'Day, James', 'DeCapite, Jarrod', 'DeCrano, Jayla', 'Deem, Jordan', 'Denes, Clair', 'Diehl, Mary', 'Dielman, Xhesi', 'Diem, Steven', 'Dienes, Taylor', 'Dies, Melissa', and 'Dietrich, Kaylee'.
- Select Time Frame:** A section titled 'Select A Reporting Period:' with radio buttons for Q1, Q2, Q3, and Q4. Q1 and Q2 are selected.
- Select the Sort Order:** Radio buttons for 'Student' (selected) and 'Homeroom, Student'.
- Select the Output Format:** Radio buttons for PDF (selected), Excel, TIFF, and RTF.
- Select One or More Features:** A grid of checkboxes for various report features:
 

<input type="checkbox"/> Assignment %	<input type="checkbox"/> Duplex Printing	<input type="checkbox"/> Period Attendance
<input type="checkbox"/> Class Alias	<input type="checkbox"/> Hide Assignments	<input type="checkbox"/> Points Missing
<input type="checkbox"/> Class Average	<input type="checkbox"/> Hide Excluded	<input type="checkbox"/> Student ID
<input type="checkbox"/> Daily Attendance	<input type="checkbox"/> Hide Points	
<input type="checkbox"/> Daily Comments	<input type="checkbox"/> Parent Sig. Line	<input checked="" type="checkbox"/> Teacher Comment

A 'Run the Report' button is located at the bottom center of the form.

## Student Progress Report by Assessments Screen

9. Click **Run the Report**.10. Review the **report**, and then close the **report window**.

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

Progress Report by Assessments		Lake View Primary School	
Student: D'Souza, Jack		HR: Hinds, Ginneen	
Reading - Gr 02		Hinds, Ginneen	
<b>1ST QUARTER</b>			
<b>Overall Grade</b>		Points: 57/65	Average: 87.69 (B+)
09/01/11	Weekly Vocabulary List		9/10
09/15/11	Weekly Vocabulary List		12/15
09/22/11	Weekly Vocabulary List		9/10
09/29/11	Weekly Vocabulary List		10/10
10/04/11	Vocabulary chapter 3		8/10
10/06/11	Weekly Vocabulary List		9/10
<b>Applies reading strategies as presented</b>		Points: 9/10	Average: 90.00 (A-)
10/12/11	Book Report		9/10
<b>Recognizes vocabulary</b>		Points: 55/60	Average: 91.67 (A-)
09/08/11	Weekly Vocabulary List		9/10
09/22/11	Weekly Vocabulary List		4/5
09/29/11	Weekly Vocabulary List		4/5
10/04/11	Chapter 2 Test		25/25
10/06/11	Weekly Vocabulary List		4/5
10/12/11	Book Report		9/10
<b>Demonstrates comprehension</b>		Points: 48/50	Average: 96.00 (A)
09/22/11	Weekly Vocabulary List		5/5
09/29/11	Weekly Vocabulary List		5/5
10/04/11	Chapter 2 Test		24/25

**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. Depending on the student information system your school district is integrated with, you may be able to 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.

***Note:** Not all student information systems use Activity Codes or Activity Groups. They do not need to be set up to be able to run an Ineligibility Report.*

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.

The screenshot shows the 'Ineligibility By GPA Report' interface. At the top, it says 'ProgressBook GradeBook' and 'Welcome Mr. John Principal'. The main heading is 'Select the Report Options, then Click the "Run" Button'. The interface is divided into several sections:

- Select a School:** A list box containing 'Lake View High School' and 'Lake View Primary School'.
- Select a Grade Level:** A list box containing 'All Grade Levels', '0-2 Years Pre-School', '01', '02', '03', '04', and '05'.
- Activities:** Radio buttons for 'Activity Codes' (selected) and 'Activity Groups'. Below is a list box with 'Select All'.
- Select Time Frame:** A section for 'Select A Reporting Period' with radio buttons for 'Q1' (selected), 'Q2', 'Q3', and 'Q4'.
- Select the Output Format:** Radio buttons for 'PDF' (selected), 'Excel', 'TIFF', and 'RTF'.
- Select Students:** A list box containing 'All Students' and a list of student names: 'Abbey, Scott', 'Abbott, Thong', 'Abdenour, Okalyndel', 'Abdulrah, Victoria', 'Abdeljaber, David', 'Atali, Tyler', 'Abents, Vincent', 'Aber, Melissa', 'Aboukhalef, Brian', 'Acrabim, Christopher', 'Abramczyk, Ramzy', 'Achauer, Hanna', 'Ackerman, Michelle', and 'Acklin, Adam'.
- Ineligibility GPA Criteria:** A dropdown menu set to 'Less Than Or Equal To' with a value of '77'. A checkbox for 'Include Missing Grades' is checked.

A 'Run the Report' button is located at the bottom center of the form.

### 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 Classic ParentAccess or Beta ParentAccess

You can view a student's progress just as a parent or student would view it for a single class, as well as for all of the student's scheduled classes from the Student Profile screen.

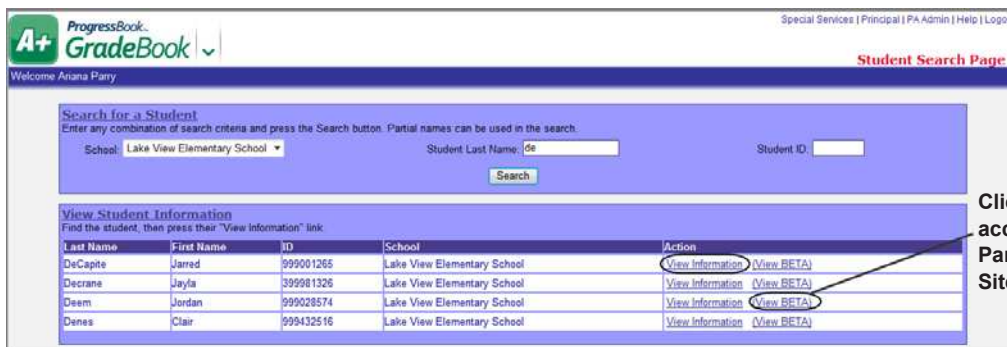
1. On the Principal Home Page, click **View Student Progress & Attendance via Parent Access**.
2. On the Student Search Page, search for the student for whom you want to view their progress.

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

- c. To narrow the search results, perform any of the following optional steps:
  - Type the last name or partial last name of the student for whom you are searching.
  - Type the student's identification number.

A list of students displays matching the search criteria entered.



**Student Search Page**

3. In the Action column, for Classic ParentAccess, click **View Information**, or for Beta ParentAccess, click **View BETA**.

The Classic or Beta ParentAccess Web Site displays in a separate window.

4. For Classic ParentAccess, select the **Student tab** to view student averages, progress details, report card, attendance, schedule information and course requests, if they are supported in your school district.

For Beta ParentAccess, the Home screen (Summary for “Student’s Name” screen) provides a quick summary of a student’s progress including sections for Grades for the current reporting period, Homework due today or within the next 2 days, Assignments recorded in the past 2 days and Daily Attendance totals for the year. You can also use the navigational area on the left side of the screen to see details for Attendance, Grades, Assignments, Homework, Schedule and Report Card.

**Rydell High School** Hinds, Whitney - Help parrya -

**ProgressBook ParentAccess**

STUDENT INFORMATION

- Home
- Attendance
- Grades
- Assignments
- Homework
- Schedule
- Report Card

FAMILY INFORMATION

- Change Student Password

**Summary for Whitney Hinds**

**Grades**  
Grades for 1ST QUARTER

Course	Grade	As Of
ENGLISH 10 HONORS	84.80 B	9/21/2012
UNITED STATES HISTORY AP	90.43 A-	8/29/2012
BIOLOGY HONORS	92.08 A-	8/29/2012
GEOMETRY HONORS	85.71 B	8/29/2012

Grade Details

**Homework**  
Homework due today or next 2 days

Course	Count
ENGLISH 10 HONORS	2

Homework Details

**Assignments**  
Assignments recorded in past 2 days

ENGLISH 10 HONORS		
Date	Assignment	Mark
Sep 21	Shakespeare Romeo & Juliet	/15

Assignment Details

**Daily Attendance**  
Attendance totals for the year

Category	Count
Excused Absent	1
Tardy	1
Excused	1

Attendance Details

### Beta ParentAccess Home Screen (Summary for “Student’s Name” Screen)

**Note:** When viewing Classic ParentAccess on the Student tab in the Progress Details section for a class using a standards-based (nontraditional) report card with the view as View by Assessment Type, the page displays each assessment and an overall grade for that assessment if one exists. The assessments display in the same order as they do on report cards. When you hover over an assessment, the tool tip “Click to toggle assignment details” displays. When you click on the assessment the section expands displaying all of the assignments associated with that assessment. When you click on the assessment again, the assessment collapses showing only the assessment and overall grade. In addition to viewing the assignments in order by assessment, you can also view them by date. Links to print the screen and view the class grading scale are also available at the bottom of the screen.

**ProgressBook ParentAccess** Help Logout

Home Student Classroom School My Account

Student: Dawood, Supra Averages Progress Details Report Card Attendance Schedule

Grading Period: Q1 Course: Math - Gr 02

**Mark: 90.67 A-** [Show All Assignments](#)

Overall Grade	Mark
Overall Grade	Mark: 90.67 A-
Understands concepts for current work	Mark: 90.00 A-
Knows math facts for current work	Mark: 87.69 B+
Applies problem solving skills	

\* - Averages may include grades from additional assignments and may have been calculated using weights. Note: Assignments with a weight of zero are not included in the student's average.

[View by Date](#) [Print](#) [View Grading Scale](#)

### Progress Details Section of the Student Tab on the Classic ParentAccess Web Site for a Class Using the Custom Setup 2 Grading Scale

- Log out of the Classic or Beta ParentAccess Web Site window.

## 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.

- 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.

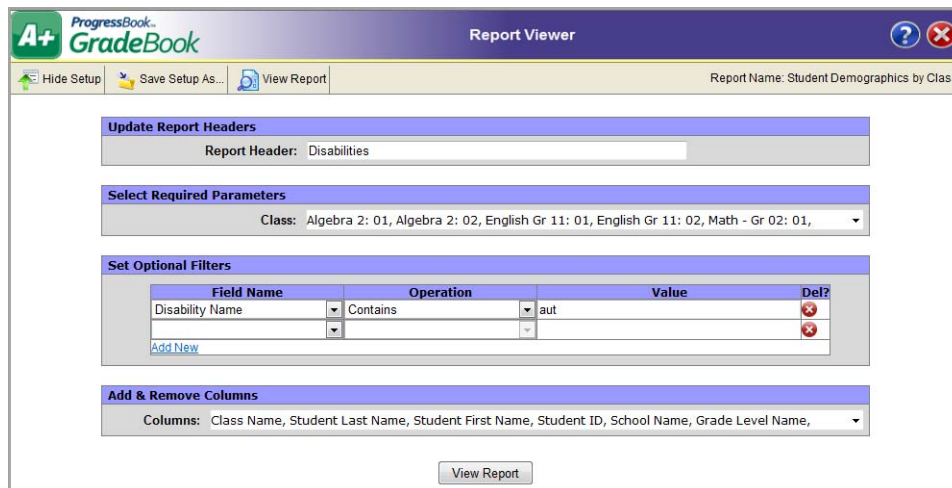
- Click  .

The report displays at the bottom of the window.

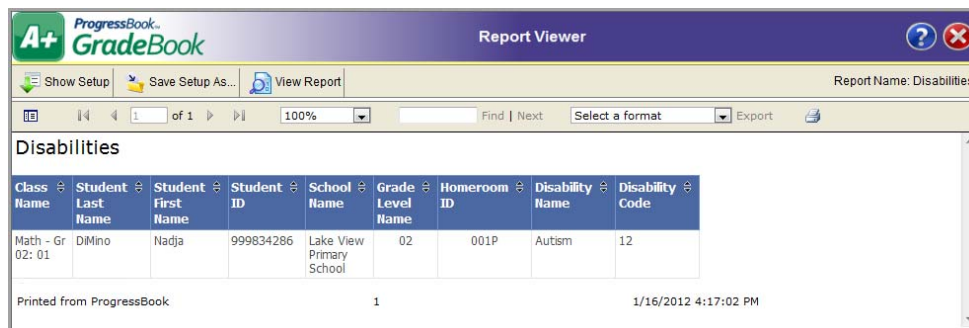
- To save the report with your selected parameters, filters and columns, click  **Save Setup As**. On the Save Setup As window in the New report name field, type the unique **report name**, and in the New description field, type the **description** of the report. Then, click **Save**.

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.
Class Name	Name of the class in which the student is enrolled. If no class name is assigned, then course name and section display.
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.
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 has been disabled on the Classic ParentAccess Web Site. 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 has been disabled on the CI Classic ParentAccess Web Site. 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**

<b>Option</b>	<b>Description</b>
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 the Classic ParentAccess Web Site.

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# 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. Principals can then easily view, generate and print the report card information. Only elementary report cards can be printed from GradeBook at this time. Secondary report cards are printed from the student information system.

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## 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** under the Report Cards section, select **Report Card Verification Report**.
2. On the Report Card Verification Report screen, select the appropriate **report card** on which to run the report.
3. Select the appropriate **school** in the list.
4. Select a **teacher** in the list (optional).
5. Select the appropriate **reporting period**.
6. Select one of the following **report style** options:
  - **Summary** – Lists teacher, course, section and number of students missing grades.
  - **Detail** – Lists teacher, course, section and names of students missing grades.
7. Select one of the following **hidden classes** options:
  - **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.

### Report Card Verification Report Screen

8. Click **Submit**.
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 under the Student Information section, click **View Interim Data** or **View Report Card Data**.
2. On the Interim Entry or Report Card Entry screen, type the **last name** or partial last name of the **student** in the Search field 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.

ProgressBook GradeBook

Special Services | Principal | PA Admin | Help | Logout

Report Card Entry

Dashboard

Search: [ ] Go

Abbey, Scott  
Abbott, Thong  
Abdenour, Challyndel  
Abdullah, Victoria  
Abedeljaber, David  
Abell, Tyler  
Abents, Vincent  
Aber, Melissa  
Aboukhaled, Brian  
Abraham, Christopher  
Abramczyk, Ramzy  
Achauer, Hanna  
Ackerman, Michelle  
Acklin, Adam  
Adam, Nabil

**Scott Abbey** Rpt: Lake View High School

Check the columns to calculate, then press the = button.

Student	Assessment	Q1	Q2	EX2	FIN2	Q3	Q4	EX4	FIN4
Algebra 2 ID: 999763668 Avg: 86.67 Mark: B+ Points: 104/120 HR Absent: 1 Tardy: 0 Per Absent: 2 Tardy: 2	Grade	B+ ▾	B+ ▾	B+ ▾	▾	▾			
	Effort	2 ▾	2 ▾			▾			
	Comment	073 ▾	073 ▾			▾			
English Gr 11 ID: 999763668 Avg: Mark: Points: 0/0 HR Absent: 1 Tardy: 0 Per Absent: 0 Tardy: 0	Grade	A- ▾	A ▾	A- ▾	▾	▾			
	Effort	2 ▾	2 ▾			▾			
	Comment	074 ▾	060 ▾			▾			

Marks saved successfully.

Save Save Next Next

Report Card Entry Screen

## Generate Report Cards

You can generate elementary standards-based report cards for all the students in an entire school building at once, by grade level, by homeroom or for an individual student. For your convenience, running report cards will generate an electronic file that is previewed before printing. In addition to Principals, Clerical, School Administrator and Master user roles also have access to generate report cards.

If your school district is integrated with a student information system, secondary report cards can be run from that system.

1. On the **Principal Home Page**, under the **Report Cards** section, click **Run Report Cards**.
2. On the **Generate Report Cards** screen, in the **Select a Report Card** drop-down list, select the appropriate report card.
3. In the **Select Reporting Period for Marks** area, select the reporting period.

**Note:** *GradeBook prints marks only for those reporting period(s).*

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 for the current comment to display on the report card.
5. In the **Select a School** drop-down list, select the appropriate school.
6. Select any of the following optional criteria, as desired:
  - **Grade Level** – Generates report cards for a specific grade
  - **Homeroom** – Generates report cards for students in a specific homeroom class, sorted by teacher last name
  - **ProgressBook Student ID number** – 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.

- To name the report card so that it is easy to find in the list of saved report cards, in the **Enter a description for your saved reports list** field, enter a description.
- Click **Submit**.

The screenshot shows the 'Generate Report Cards' interface. At the top, there is a navigation bar with links like 'Home', 'Grade Book', 'VirtualClassroom', etc., and a 'Generate Report Cards' button. Below the navigation bar, there is a 'Welcome Administrator Norton' message. The main form area contains several sections: 1. 'Select a Report Card' with a dropdown menu set to 'Grade 2 Interim'. 2. 'Select a reporting period to use for current period comments & marks' with a sub-section 'Select Reporting Period for Marks (For interims, the latest period will be set to the current period.) (Required)' containing checkboxes for Q1, Q2, Q3, and Q4. Q1 and Q2 are checked. Below this is a 'Select a Reporting Period for Current Comment: Q2 (Required)' dropdown. 3. 'Enter student selection criteria' with fields for 'Select a School: CORNERSTONE ELEMENTARY SCHOOL (Required)', 'Select a Grade Level: (Optional)', 'Select a Homeroom: (Optional)', and 'Enter the Progress Book Student ID (Optional):' with a search button. 4. 'Enter a description for your saved reports list (Optional):' with a text input field. At the bottom center is a 'Submit' button.

### Generate Report Cards Screen

If the report cards generated successfully, the following message displays, “**Completed Successfully.**”

- Click **View Saved Report Cards** under Submit to view the report cards.

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## View Saved Report Cards

Once you have generated a report card, you should review it to make sure it looks the way you want it to and then print it. You can return to the Saved Reports screen any time after you have generated reports cards to review and print them.

- On the Principal Home Page under the Student Information section, click **View Saved Report Cards**.
- On the Saved Reports screen, select the appropriate **report card** in the Name column. The File Download window displays.
  - To view the report card file in a separate window, click **Open**.
  - To save the report card as an .rtf file on your computer, click **Save**.

Name	Description	Run Date	Status	Del?
2nd Grade Report Card		7/1/2009 3:29:26 PM	Complete	<input type="checkbox"/>
Springfield City Schools Grades 3-5 Report Card		7/1/2009 3:24:43 PM	Complete	<input type="checkbox"/>

### View Saved Report Cards on Saved Reports Screen

- Close the report card.

**Note:** Saved report cards remain on the Saved Reports screen until you delete them. To delete a single saved report card, 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 link to delete all the saved report cards, click the None link to delete none of the report cards or click the Error link to delete only report cards with errors, and then click Submit.

## 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.

- On the Principal Home Page under the Report Builder Reports section, select **Report Card Marks Admin**.
- On the GradeBook Report Viewer window, enter the **name** of the report in the Report Header field.

Report Card Marks displays by default, but you may change the name if desired.

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

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

- In the Set Required Parameters area, select the appropriate **teacher(s)** in the Teachers list.

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

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

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

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

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 appropriate **option(s)** in the Field Name list. See “*Report Card Marks Admin Report – Field Name Options*” for descriptions of all the available options.
8. 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 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. Type the appropriate **value** in the Value field.

**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, 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."

### 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.



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

Option	Description
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.
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 has been designated to display on the ParentAccess Web Site. 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 has been disabled on the ParentAccess Web Site. 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.



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

<b>Option</b>	<b>Description</b>
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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# Classic ParentAccess Tools

The Classic ParentAccess Tools section gives you the ability to generate user accounts, extract user information and maintain and modify user account information. Clerical, School Administrator, and Master user roles can complete these tasks, as well as any user granted Classic ParentAccess administrator rights in their user account. Classic ParentAccess administration procedures are covered in more detail in the *ProgressBook GradeBook System Manager Guide*.

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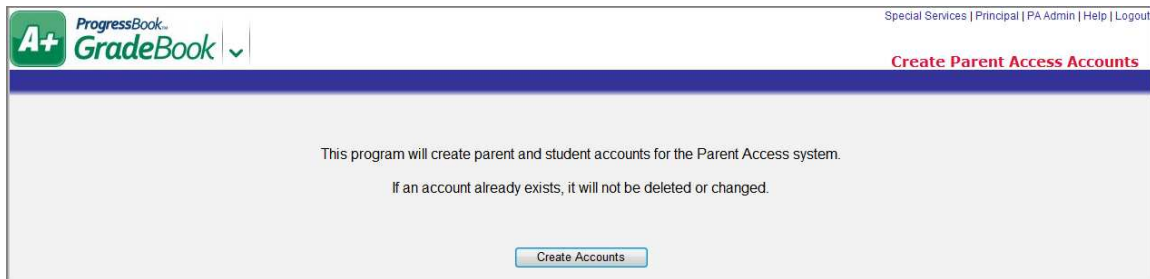
## Classic ParentAccess User Accounts

You can use the Create User Accounts option to generate multiple Classic ParentAccess user accounts at one time. This option automatically creates one parent and one student login for every active student in the district if an account does not already exist. Existing accounts are not affected.

### Create Multiple Classic ParentAccess User Accounts

1. On the Principal Home Page, click **Create User Accounts**.
2. On the Create Parent Access Accounts screen, click **Create Accounts**.

**Note:** *If the accounts were created successfully, the following message displays, “The accounts have been created!”*



**Create Parent Access Accounts Screen**

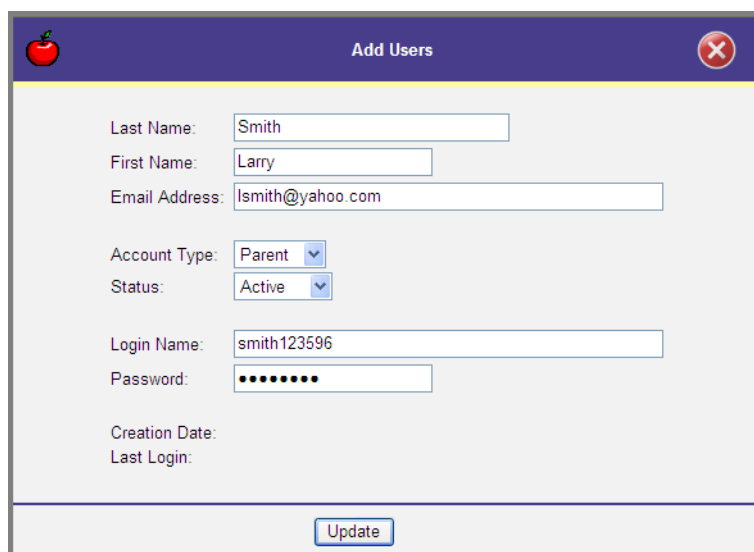
**Note:** *The GradeBook System Manager or a Classic ParentAccess administrator also have options for mass deleting broken or unused Classic ParentAccess user accounts.*

### Create Individual Classic ParentAccess User Account

You can create individual Classic ParentAccess user accounts as needed in addition to creating a group of user accounts at once.

1. On the Principal Home Page under Parent Access Tools, click **Maintain User Accounts**.

2. On the Parent Access Maintenance screen, click **Add a User Account** in the bottom-left corner of the screen.
3. On the Add Users window, enter information in the following fields:
  - Last Name
  - First Name
  - Email Address, if known
  - Account Type
  - Status
  - Login Name
  - Password.



**Add Users Window for Classic ParentAccess Accounts**

4. Click **Update**.
5. Close the Add Users window.

## Maintain Classic ParentAccess User Accounts

You can modify Classic ParentAccess user account information such as updating a user's email address, delete or disable the account, change a user's login information and add or remove students from an existing account.


1. On the Principal Home Page, under ParentAccess Tools, click **Maintain User Accounts**.
2. On the Parent Access Account Maintenance screen, search for the Classic ParentAccess user account you want to modify.
  - a. To narrow the search results, enter information in any of the following fields:
    - Select the appropriate school building in the School list.
    - Type the full or partial last name of the user account.
    - Type the email address of the user account.
    - Type the full or partial login name of the user account.

- Type the full or partial last name of the student.
  - Type the student's identification number.
- b. Click **Go**.

A list of user accounts displays that matches the search criteria entered.

User Name	Type	Login	Email	Student Name(s)	School	Gr	HR	ID
Davis, James	S	DavisJames016190		James Davis	LVHS	11	238	999982375
Davis, James	P	DavisJames147257		James Davis	LVHS	11	238	999982375

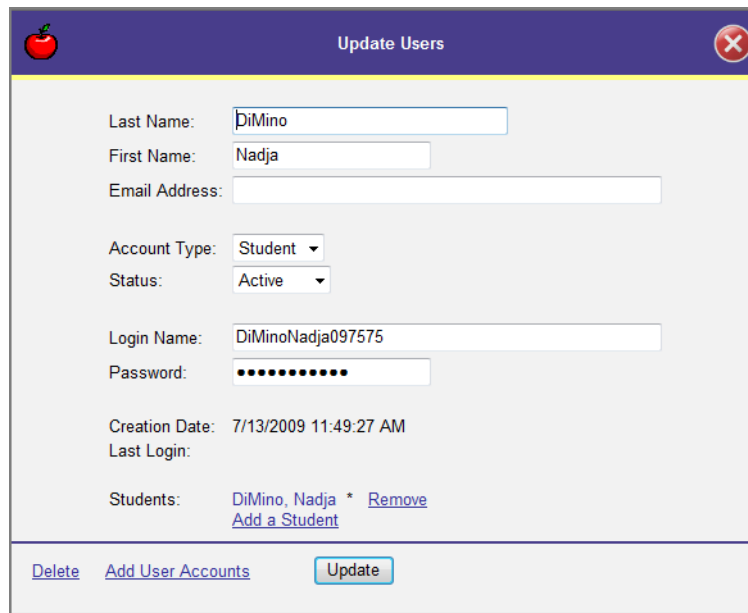
### Parent Access Account Maintenance Screen

3. Click  next to the account you want to modify.
4. On the Update Users window, you can perform any of the following optional tasks:
- Modify information in any of the fields, as needed.
  - To disable a user account, select **Disabled** in the Status list.
  - To remove a student from a parent account, click the **Remove** link next to the student name you want to remove, and then click **OK** on the Confirmation window.

**Note:** Hover over the student name to display information about the student including school, grade level, homeroom, district student ID and birth date.

- Add a student to a parent account.
  - a. Click **Add a Student**.  
The Student Search window opens, and the user account name displays in the Last Name field.
  - b. To narrow the search results, perform any of the following optional steps:
    - Select the appropriate school building in the school list.
    - Type the student's identification number.
    - Select the appropriate grade.
    - Select the appropriate homeroom.
  - c. Click **Go**.  
A list displays that matches the search criteria entered.
  - d. Click the **check box in the Select column** next to the student you want to add to the account.
  - e. Click **Add the selected students to the account**.  
The Student Search window closes and the newly added student displays on the Update Users window.
- To delete the user account, click **Delete**, and then click **OK** on the Confirmation window.

- To add a new user account, click **Add User Accounts**. See “*Create Individual Classic ParentAccess User Account.*”
5. Click **Update** to save changes.
  6. Close the Update Users window.



The screenshot shows a window titled "Update Users" with a purple header bar containing an apple icon on the left and a close button on the right. The main content area is light gray and contains the following fields and controls:

- Last Name:
- First Name:
- Email Address:
- Account Type:  (dropdown)
- Status:  (dropdown)
- Login Name:
- Password:
- Creation Date: 7/13/2009 11:49:27 AM
- Last Login:
- Students: DiMino, Nadja \* [Remove](#)  
[Add a Student](#)

At the bottom of the window, there are three buttons: [Delete](#), [Add User Accounts](#), and [Update](#).

**Update Users Window for Classic ParentAccess**

---

## Create Classic ParentAccess Account Letters

You can extract the student and parent contact information in your system and merge it with a letter created in your word processing application explaining Classic ParentAccess accounts. Follow steps 1 through 9 to extract the information from GradeBook.

### Extract Data for Classic ParentAccess Account Letters

1. On the Principal Home Page, click **Extract Data for Letters**.
2. On the Parent Access Extract screen, select one of the following **extract methods**:
  - By District
  - By School
  - By Teacher
3. Enter **dates** in the Start date and End Date fields that represents the date range in which the accounts were created.
4. Select one or both of the following **account types**:
  - Parent Accounts
  - Student Accounts

5. Select one of the following users to include:
  - Only Active Accounts
  - Only Unused Accounts
  - All Accounts
6. Select Include Inactive Students, if desired, and then proceed to step 9.
7. If you selected By School in step 2, select the appropriate school, and then proceed to step 9. If you selected By Teacher in step 2, select the appropriate school, and then proceed to step 8.

**Note:** You can select multiple items in each list by holding the <Ctrl> key while selecting the items.

8. If you selected By Teacher in step 2, select the appropriate staff member.
9. Click **Submit**.

The extracted data displays.

```
Lake View High School,1,09,239,Lyden,Alexander,,999370122,Lyden&00122,Lyde75087,M/M MARK DANLER,18687 INGLEWOOD AV,, ,Rock View,OH,99916,8883564766,H
Lake View High School,1,09,239,Lyden,Alexander,,999370122,Lyden&01122,Lyde76057,M/M MARK DANLER,18687 INGLEWOOD AV,, ,Rock View,OH,99916,8883564766,H
Lake View High School,1,09,239,Lyden,Stevie,,999104640,LydenS004640,Lyde75117,MRS THERESA DEMPSEY,3600 ARCHWOOD DR,, ,Rock View,OH,99916,8883332787,H,S
Lake View High School,1,09,239,Lyden,Stevie,,999104640,LydenS014640,Lyde75117,MRS THERESA DEMPSEY,3600 ARCHWOOD DR,, ,Rock View,OH,99916,8883332787,H,S
Lake View High School,1,09,239,Mabrouk,Paige,,999453481,MabroukP003481,Mabr75100,MS SUSAN MUCHA,680 SMITH CT #125,, ,Rock View,OH,99916,8883319709,H,S
Lake View High School,1,09,239,Mabrouk,Paige,,999453481,MabroukP013481,Mabr75100,MS SUSAN MUCHA,680 SMITH CT #125,, ,Rock View,OH,99916,8883319709,H,S
Lake View High School,1,09,239,MacCartney,Hulk,,999361837,MacCartneyH01837,MacC75102,M/M PATRICK DRISCOLL,19427 ARGYLE OVAL,, ,Rock View,OH,99916,8883364885
Lake View High School,1,09,239,MacCartney,Hulk,,999361837,MacCartneyH01837,MacC75102,M/M PATRICK DRISCOLL,19427 ARGYLE OVAL,, ,Rock View,OH,99916,8883364885
Lake View High School,1,09,239,MacCollum,Thomas,,999283218,MacCollumT008218,MacC75104,MRS ELIZABETH HOWARD,229 ARGYLE RD,, ,Rock View,OH,99916,88833634
Lake View High School,1,09,239,MacCollum,Thomas,,999283218,MacCollumT018218,MacC75104,MRS ELIZABETH HOWARD,229 ARGYLE RD,, ,Rock View,OH,99916,88833634
Lake View High School,1,09,239,Mace,Alexandra,,999246227,MaceA006227,Mace75106,MS MARILYN FENDER,1573 LAKEVIEW AV,, ,Rock View,OH,99916,888388641,H,S
Lake View High School,1,09,239,Mace,Alexandra,,999246227,MaceA016227,Mace75106,MS MARILYN FENDER,1573 LAKEVIEW AV,, ,Rock View,OH,99916,888388641,H,S
Lake View High School,1,09,239,MacGregor,Paul,,999264076,MacGregorP004076,MacG75108,MS LAURIE WESTWOOD,2371 WOOSTER RD,, ,Rock View,OH,99916,888365485
Lake View High School,1,09,239,MacGregor,Paul,,999264076,MacGregorP014076,MacG75108,MS LAURIE WESTWOOD,2371 WOOSTER RD,, ,Rock View,OH,99916,888365485
Lake View High School,1,09,239,MacHaria,Brandon,,999195615,MacHariaB005615,MacH75124,M/M TONY OROSZ,19710 FURNELL AV,, ,Rock View,OH,99116,8889561103,H
Lake View High School,1,09,239,MacHaria,Brandon,,999195615,MacHariaB015615,MacH75124,M/M TONY OROSZ,19710 FURNELL AV,, ,Rock View,OH,99116,8889561103,H
Lake View High School,1,09,239,Macias,Gloria,,999000010,MaciasG000010,MacI75128,M/M PATRICK GIBBONS,19850 FARMLANE DR,, ,Rock View,OH,99916,888333048
Lake View High School,1,09,239,Macias,Gloria,,999000010,MaciasG010010,MacI75128,M/M PATRICK GIBBONS,19850 FARMLANE DR,, ,Rock View,OH,99916,888333048
Lake View High School,1,09,239,MacInenny,Benjamin,,999205003,MacInennyB005003,MacI75113,M/M TIMOTHY BROGAN,20194 BONNIE BANK BLVD,, ,Rock View,OH,99916
Lake View High School,1,09,239,MacInenny,Benjamin,,999205003,MacInennyB015003,MacI75113,M/M TIMOTHY BROGAN,20194 BONNIE BANK BLVD,, ,Rock View,OH,99916
Lake View High School,1,09,239,Macool,Jasmine,,999000218,MacoolJ000218,MacO75148,MRS WENDY GALLAGHER,567 S KENNINGTON RD,, ,Rock View,OH,99916,88833140
Lake View High School,1,09,239,Macool,Jasmine,,999000218,MacoolJ010218,MacO75148,MRS WENDY GALLAGHER,567 S KENNINGTON RD,, ,Rock View,OH,99916,88833140
Lake View High School,1,09,239,MacRail,Raymond,,999000260,MacRailR000260,MacR75149,M/M KENNETH MCCREARY,21378 AVALON DR,, ,Rock View,OH,99916,8888955
Lake View High School,1,09,239,MacRail,Raymond,,999000260,MacRailR010260,MacR75149,M/M KENNETH MCCREARY,21378 AVALON DR,, ,Rock View,OH,99916,8888955
Lake View High School,1,09,239,Mader,Baxter,,999007076,MadeB000706,Made75156,M/M GARY BOWEN,22110 RIVER OAKS RD,, ,Rock View,OH,99916,888310137,H,S,4
Lake View High School,1,09,239,Mader,Baxter,,999007076,MadeB010706,Made75156,M/M GARY BOWEN,22110 RIVER OAKS RD,, ,Rock View,OH,99916,888310137,H,S,4
Lake View High School,1,09,239,Manna,Rebecca,,999000003,MannaR000003,Mann75147,MS DHELDO LEEKO WILSON,13641 LYNE DR,8300 ,Rock View,OH,99916,888310137,H,S,4
```

Sample Data Extract

## Create Mail Merge

Perform the following steps to save the extracted information from GradeBook as a file to merge into a letter created in your word processor.

1. In your browser, save the extract page as a .txt file.
2. Import the saved .txt file into a spreadsheet and save it as a spreadsheet file.
3. Create the letter explaining the Classic ParentAccess accounts in your word processor, using merge fields for names, addresses and login information.
4. Merge the spreadsheet file into the letter file.

**Note:** For more specific instructions about performing a mail merge, see your word processing software documentation.

## 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 Classic ParentAccess. Another option displays the parents and students who have never logged on to use the Classic ParentAccess.

1. On the Principal Home Page under the Administrative Reports section, select **Parent Access Login Activity Audit**.
2. On the Parent Access Login Activity Audit screen, select the appropriate **school** on which to run the report.
3. Select the appropriate **student(s)**.
4. Select the appropriate **grade level**.
5. Select the appropriate **reporting period**.

***Note:** You can also type a date in the Start Date field to return results from the specified date to the present.*

6. Select one or more of the following **account types**:
  - **Parents** – Displays users with parent accounts who have logged in to Classic ParentAccess in alphabetical order by last name with the date of their last login.
  - **Students** – Displays users with student accounts who have logged in to Classic ParentAccess in alphabetical order by last name with the date of their last login.
  - **Parents (Never logged in)** – Displays users with parent accounts who have never logged in to Classic ParentAccess during the specified time frame in alphabetical order by last name.
  - **Students (Never logged in)** – Displays users with student accounts who have never logged in to Classic ParentAccess during the specified time frame in alphabetical order by last name.
7. 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**.



**Parent Access Login Activity Audit**

Login Activity since 8/24/2007 (Including accounts with no activity)

<b>D'Souza, Jack</b>		<b>Grade: 02</b>	<b>HR: 22</b>	<b>Sex: M</b>
8/29/2008 3:14 PM	Parent	DSouzaJ0196154		
(No Activity)	Student	DSouzaJ0030930		
<b>Dawood, Supta</b>		<b>Grade: 02</b>	<b>HR: 22</b>	<b>Sex: M</b>
(No Activity)	Parent	DawoodS0177737		
(No Activity)	Student	DawoodS0084563		
<b>Day, James</b>		<b>Grade: 02</b>	<b>HR: 22</b>	<b>Sex: M</b>
(No Activity)	Parent	DayJ0162204		
(No Activity)	Student	DayJ0070893		
<b>DeCapite, Jarred</b>		<b>Grade: 02</b>	<b>HR: 22</b>	<b>Sex: M</b>
(No Activity)	Parent	DeCapiteJ0178973		
(No Activity)	Student	DeCapiteJ0087663		
<b>Decrane, Jayla</b>		<b>Grade: 02</b>	<b>HR: 22</b>	<b>Sex: F</b>
(No Activity)	Parent	DecraneJ0162822		
(No Activity)	Student	DecraneJ0071511		
<b>Deem, Jordan</b>		<b>Grade: 02</b>	<b>HR: 005A</b>	<b>Sex: M</b>
(No Activity)	Parent	DeemJ0179591		
(No Activity)	Student	DeemJ0088281		
<b>Denes, Clair</b>		<b>Grade: 02</b>	<b>HR: 22</b>	<b>Sex: F</b>
(No Activity)	Parent	DenesC0145434		
(No Activity)	Student	DenesC0054123		

**Parent Access Login Activity Audit Report**

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# Beta ParentAccess Tools

The Beta ParentAccess Tools section gives you the ability to generate registration keys, maintain registration keys, export registration keys for letters and update user accounts. Clerks and Beta ParentAccess administrators can also complete these tasks. For more information on Beta ParentAccess administration procedures, see the *ProgressBook Beta ParentAccess Web Site Administration Guide*.

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## Beta ParentAccess Generate Registration Keys

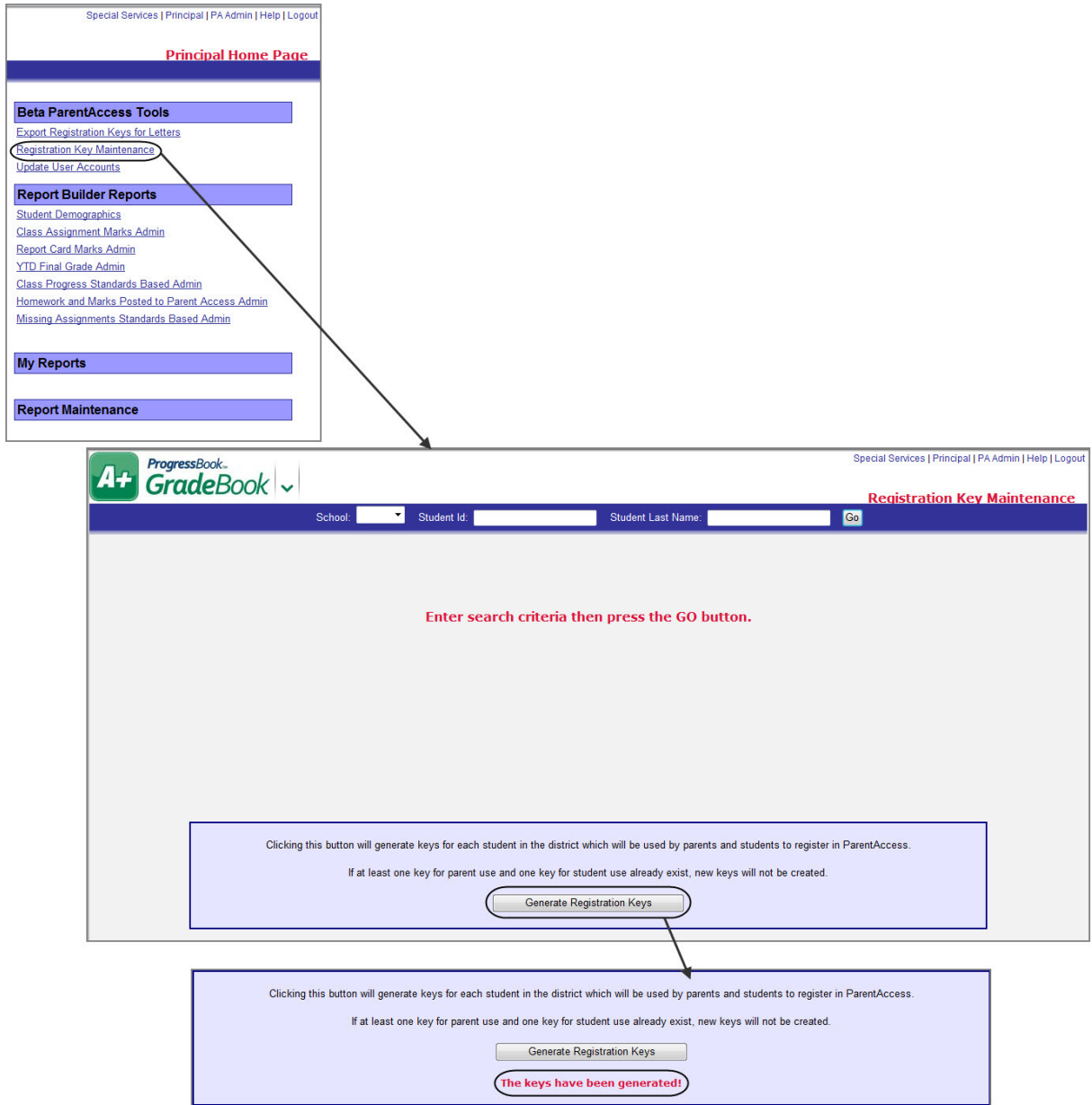
On the Registration Key Maintenance screen for Beta ParentAccess, you can generate registration keys for every parent and student in your school, so they can create their Beta ParentAccess accounts.

1. On the Principal Home Page, under Beta ParentAccess Tools, click **Registration Key Maintenance**.
2. On the Registration Key Maintenance screen near the bottom of the screen, click **Generate Student Keys**.

The message “The keys have been generated!” displays.

**Note:** *Registration keys are not generated for inactive students.*

**Note:** *If a key already exists for a student, a new key is not created.*




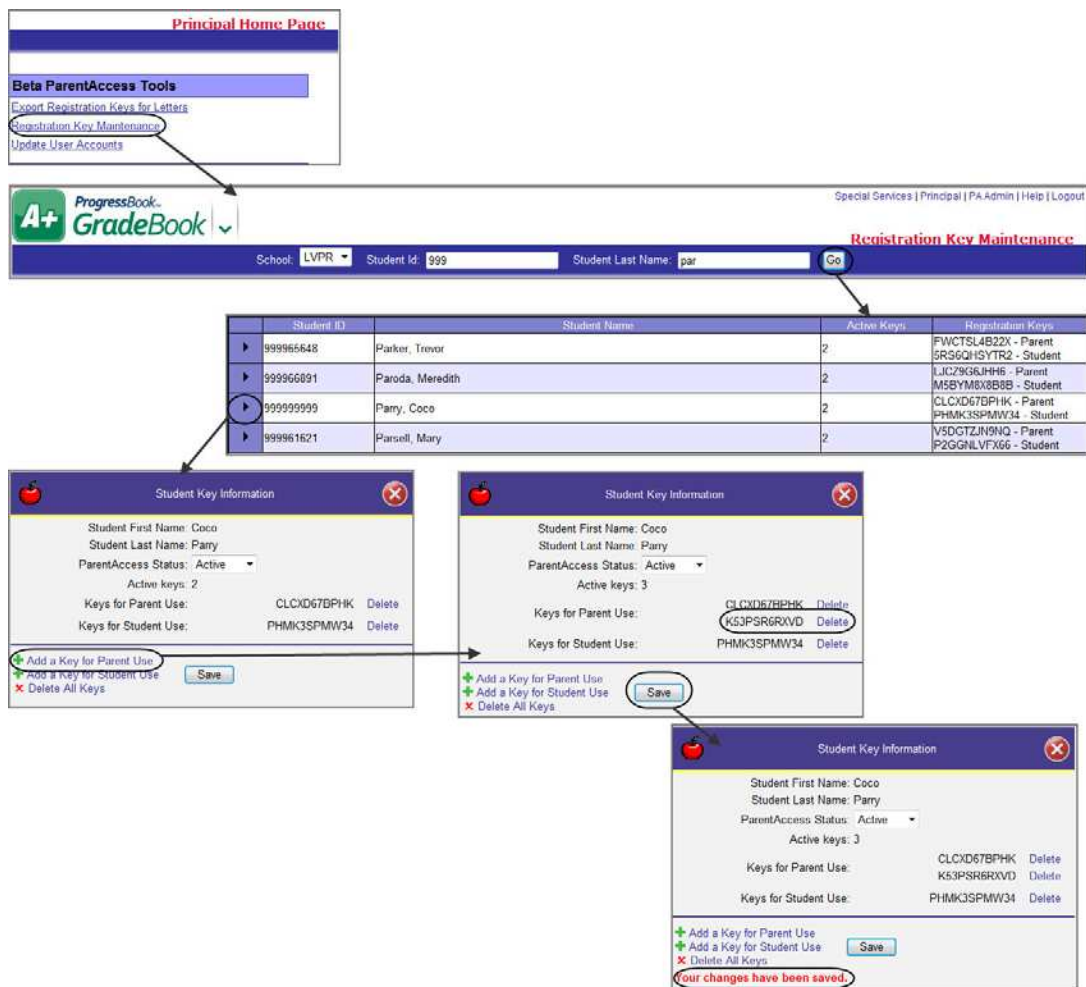
### Generate Registration Keys for a School

## Beta ParentAccess Generate Individual Registration Keys

On the Registration Key Maintenance screen for Beta ParentAccess, you can generate individual registration keys for parents and students, so they can create their Beta ParentAccess accounts.

1. On the Principal Home Page in the Beta ParentAccess Tools area, click Registration Key Maintenance.
2. You must enter information in one of the following fields:
  - a. In the school list, select the school the student attends.

- b. In the Student ID field, enter the student's ID, or enter the first couple characters of the student's ID.
  - c. In the Student Last Name field, enter the student's last name, or enter the first couple characters of the student's last name.
3. Click **Go**.  
A grid displays with the results of your search criteria showing Student ID, Student Name, Active Keys and Registration Keys.
  4. In the row of the student for which you want to generate a registration key, click .  
The Student Key Information window displays.
  5. Click either Add a Key for Parent Use or Add a Key for Student Use.  
The Student Key Information window displays the newly created registration key.
  6. Click Save.  
The message "Your changes have been saved." displays.
  7. Close the Student Key Information window.



The screenshot illustrates the process of generating a registration key through the Beta ParentAccess Tools interface. It shows the navigation from the Principal Home Page to the Registration Key Maintenance screen, where search criteria are entered and a table of students is displayed. A student's record is selected, opening the Student Key Information window. In this window, a new key is added for student use, and the changes are saved, resulting in a confirmation message.

**Principal Home Page**

Beta ParentAccess Tools

- Export Registration Keys for Letters
- Registration Key Maintenance
- Update User Accounts

ProgressBook GradeBook

Special Services | Principal | PA Admin | Help | Logout

Registration Key Maintenance

School: LVPR Student ID: 999 Student Last Name: par **Go**

Student ID	Student Name	Active Keys	Registration Keys
99995648	Parker, Trevor	2	FWCTSL4B22X - Parent SRG6QH5YTR2 - Student
99996691	Paroda, Meredith	2	LJGZ9G6JHH6 - Parent MSBYM8X8BB8 - Student
99999999	Parry, Coco	2	CLCXD67BPHK - Parent PHMK3SPMW34 - Student
999961621	Parsell, Mary	2	V5DGTZJN9NQ - Parent P2GGNLFVX66 - Student

**Student Key Information**

Student First Name: Coco  
Student Last Name: Parry  
ParentAccess Status: Active  
Active keys: 2

Keys for Parent Use: CLCXD67BPHK Delete  
Keys for Student Use: PHMK3SPMW34 Delete

+ Add a Key for Parent Use  
+ Add a Key for Student Use  
X Delete All Keys

**Save**

**Student Key Information**

Student First Name: Coco  
Student Last Name: Parry  
ParentAccess Status: Active  
Active keys: 3

Keys for Parent Use: CLCXD67BPHK Delete  
K53PSR6RXVD Delete  
Keys for Student Use: PHMK3SPMW34 Delete

+ Add a Key for Parent Use  
+ Add a Key for Student Use  
X Delete All Keys

**Save**

**Student Key Information**

Student First Name: Coco  
Student Last Name: Parry  
ParentAccess Status: Active  
Active keys: 3

Keys for Parent Use: CLCXD67BPHK Delete  
K53PSR6RXVD Delete  
Keys for Student Use: PHMK3SPMW34 Delete

+ Add a Key for Parent Use  
+ Add a Key for Student Use  
X Delete All Keys

**Save**

Your changes have been saved.

### Generate an Individual Registration Key

## Beta ParentAccess View Students' and Parents' Registration Keys

On the Registration Key Maintenance screen for Beta ParentAccess, you can view the generated registration keys for students and their parents.

1. On the **Principal Home Page**, in the **Beta ParentAccess Tools** area, click **Registration Key Maintenance**.
2. You must enter information in one of the following fields:
  - a. In the **School** drop-down list, select the school the student attends.
  - b. In the **Student Id** field, enter the student's ID, or enter the first couple characters of the student's ID.
  - c. In the **Student Last Name** field, enter the student's last name, or enter the first couple characters of the student's last name.
3. Click **Go**.

A grid displays with the results of your search criteria showing the generated registration keys.

**Note:** You can filter the students in the grid by the following enrollment statuses: **Active, Inactive, and All**.

The screenshot illustrates the process of viewing registration keys. It starts on the Principal Home Page where the 'Registration Key Maintenance' option is selected in the Beta ParentAccess Tools menu. The user then enters search criteria: School: LVPR, Student Id: 555, and Student Last Name: hin. After clicking the Go button, a grid displays the results. The grid shows one student, Hinds, Boris, with one active key: SH8G5RGH9QZ - Student.

Student ID	Student Name	Active Keys	Registration Keys
555666	Hinds, Boris	1	SH8G5RGH9QZ - Student

### View Registration Keys


---

## Beta ParentAccess Delete Individual Registration Keys

On the **Registration Key Maintenance** screen for Beta ParentAccess, you can delete registration keys for individual students and parents.

1. On the **Principal Home Page**, in the **Beta ParentAccess Tools** area, click **Registration Key Maintenance**.
2. You must enter information in one of the following fields:
  - a. In the **School** drop-down list, select the school the student attends.
  - b. In the **Student Id** field, enter the student's ID, or enter the first couple characters of the student's ID.
  - c. In the **Student Last Name** field, enter the student's last name, or enter the first couple characters of the student's last name.
3. Click **Go**.

A grid displays with the results of your search criteria showing Student ID, Student Name, Active Keys, and Registration Keys.

4. In the row of the student for which you want to delete a registration key, click .

The **Student Key Information** window opens.

5. Click either **Delete** next an individual registration key or **Delete All Keys**.

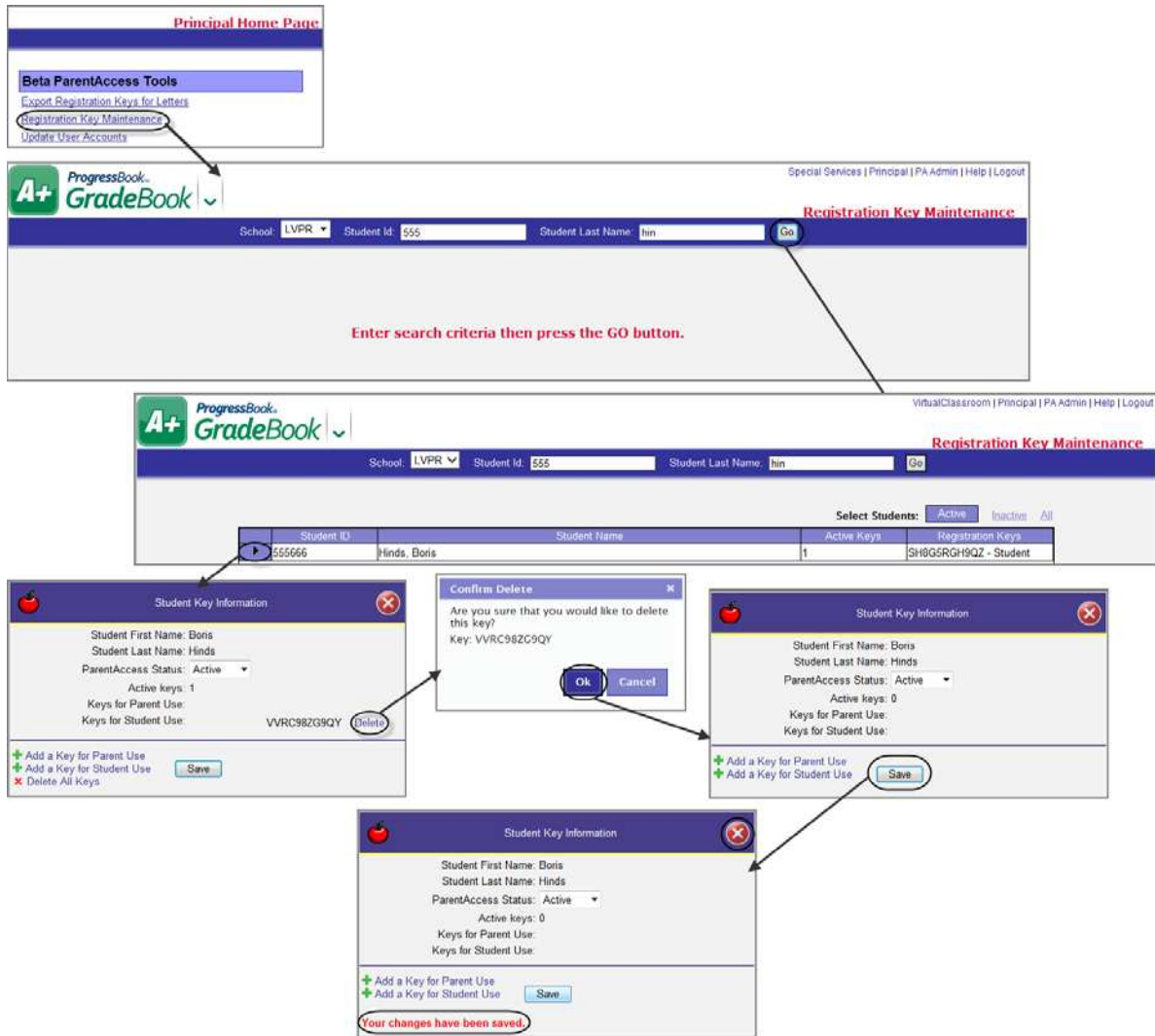
6. On the **Confirm Delete** window, click **Ok**.

The **Student Key Information** window displays with the registration key(s) deleted.

7. Click **Save**.

The message "**Your changes have been saved.**" displays.

8. Close the **Student Key Information** window.



Delete an Individual Registration Key

## Extract Contact Information and Registration Keys for Letters

You can extract parent contact information and registration keys in the system and merge them with a letter explaining the Beta ParentAccess Web site accounts.

1. On the Principal Home Page, in the Beta ParentAccess Tools area, click **Export Registration Keys for Letters**.
2. On the Parent Access Export Registration Keys screen, in the Select Extract Method options, select one of the following extract methods:
  - By School
  - By Teacher
3. In the Registration Key Creation Date(s) area, in the Start Date and End Date fields, enter dates that represent the date range in which the accounts were created.



4. In the Parent/Student Keys area, select one or both of the following key types:
  - Parent Keys
  - Student Keys
5. In the Student Status area, select the check box next to Include Inactive Students if you want to include inactive students.
6. In step 2, if you selected By School, in the Select Schools option, select a school. If you selected By Teacher, in the Select Schools option, select the appropriate school, and then in the Select Staff for Extract option, select the appropriate staff member.
7. Click Submit.
8. On the window, select one of the following:
  - Open
  - Save
  - Save asThe file opens in your spreadsheet software or is saved.
9. Create a letter explaining the Beta ParentAccess accounts in a word processing application.
10. 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.

**Principal Home Page**

**Beta ParentAccess Tools**

- Export Registration Keys for Letters
- Registration Key Maintenance
- Update User Accounts

ProgressBook  
**GradeBook**

Special Services | Principal | PA Admin | Help | Logout

**Parent Access Export Registration Keys**

**Select Extract Method**

By School  
 By Teacher

**Registration Key Creation Date(s)**

Enter a Range:  
Start Date: 8/1/2012  
End Date: 9/17/2012

**Parent / Student Keys**

Parent Keys  
 Student Keys

**Student Status**

Include Inactive Students

**Select Schools**

- Hometown High School
- Lake View Elementary School

**Select Staff for Extract**

- Teacher125, Mr. Kevin (Tea125)
- Teacher126, Mr. Michael (Tea126)
- Teacher127, Ms. Laune (Tea127)
- Teacher128, Ms. Sherry (Tea128)
- Teacher129, Ms. Sherry (Tea129)
- Teacher130, Mr. Tom (Tea130)
- Teacher131, Ms. Sue (Tea131)
- Teacher132, Mr. Bill (Tea132)

Submit

What do you want to do with  
StudentRegistrationKeys\_nffxnnuwum5n5ar1oktadwq23...

Size: 16.2 KB  
Type: Microsoft Excel 2003  
From: beta.software-answers.com

Open  
The file won't be saved automatically.

Save

Save as

Cancel

School ID	Student ID	School Name	Grade Level	Room	Class	Home Room	Last Name	First Name	Middle Name	Address N	Address L	Address LI	Address LI	Apt No	City	State	Zip	Phone	Address T	District S	Enrollmer	Registrati	Account T	Role Code	Key Creation Date	
1	18	Hometown	12	133			Abbelyn	Scott		M/M STEV 1150 ERIEWOOD DR					Rock View	OH	99916	8.9E+09	H	1E+09	A	FNSCVW4	Parent	P	*****	
1	19	Hometown	12	133			Abbott	Marquis							Rock View	OH	99916	8.9E+09	H	1E+09	A	BSRD888	Parent	P	*****	
1	20	Hometown	10	213		213	Abdenour	Melissa		DR/M PAL 3974 MARK AV					Rock View	OH	99916	8.9E+09	H	1E+09	A	FIMS5HF	Parent	P	*****	
1	22	Hometown	12				Abdeljat	David												1E+09	A	0868RS	D	Parent	P	*****
1	22	Hometown	12				Abdeljat	David												1E+09	A	Y5ZGPG	G	Parent	P	*****
1	11	Hometown	12				Aberts	Vincent												1E+09	A	S44FR3G	I	Parent	P	*****
1	23	Hometown	10	213		213	Aber	Melissa		M/M JOHN 22614 CENTER RIDGE					Rock View	OH	99916	8.9E+09	H	1E+09	A	RHTLDP3	I	Parent	P	*****
1	26	Hometown	11	214		214	Aboukhal	Brian		M/M KEVI 3870 ESURREY CT					Rock View	OH	99916	8.9E+09	H	1E+09	A	Y5GM3K	K	Parent	P	*****
1	27	Hometown	10	213		213	Abraham	Christopher		M/M LEON 19750 WESTOVER					Rock View	OH	99916	8.9E+09	H	1E+09	A	Q25J2K7	C	Parent	P	*****
1	24	Hometown	11	214		214	Abrahamcy	Ramsy		MRS PEGG 20200 BONNIE BANK					Rock View	OH	99916	8.9E+09	H	1E+09	A	NX8MDHJ	I	Parent	P	*****
1	9	Hometown	12	GYM	GYM		Achauer	Hanna												1E+09	A	DWDB9RF	I	Parent	P	*****
1	28	Hometown	10	213		213	Ackermar	Michelle		MRS CARL 980 WAGAR RD					Rock View	OH	99916	8.9E+09	H	1E+09	A	3NSHQGS	I	Parent	P	*****
1	25	Hometown	10	213		213	Acklin	Adam		MS KATHL 1789 ROCKLAND AV					Rock View	OH	99916	8.9E+09	H	1E+09	A	NZ738G	I	Parent	P	*****
1	29	Hometown	10	213		213	Adam	Nabil		MS KELLY 1527 ROCKLAND AV					Rock View	OH	99916	8.9E+09	H	1E+09	A	Z4DCXJ54	I	Parent	P	*****
1	30	Hometown	12	133			Adamczyk	Idinor		M/M PAUI 1190 CHATHAM PL					Rock View	OH	99916	8.9E+09	H	1E+09	A	LBMK8C7	I	Parent	P	*****

**Extract Contact Information and Registration Keys for Letters**

## Beta ParentAccess Search and Update Users' Accounts


On the **ParentAccess Account Maintenance** screen, you can search and update Beta ParentAccess user account information, as needed.

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

2. You can enter information in any of the following fields to narrow your search:
  - a. In the **School** drop-down list, select the school the student attends.
  - b. In the **User's Last Name** field, enter the user's last name, or enter the first couple characters of the user's last name.
  - c. In the **Student's Last Name** field, enter the student's last name, or enter the first couple characters of the student's last name.
  - d. In the **Email Address** field, enter the user's email address, or enter the first couple characters of the email address.
  - e. In the **Student ID** field, enter the student's ID, or enter the first couple characters of the student's ID.
  - f. In the **Login Name** field, enter the user's login name, or enter the first couple characters of the login name.

3. Click **Go**.

A list of user accounts displays that matches your search criteria.

4. Click  next to the account you want to modify.

The **Update User** window opens.

5. On the **Update User** window, you can modify information in any of the fields, as needed.

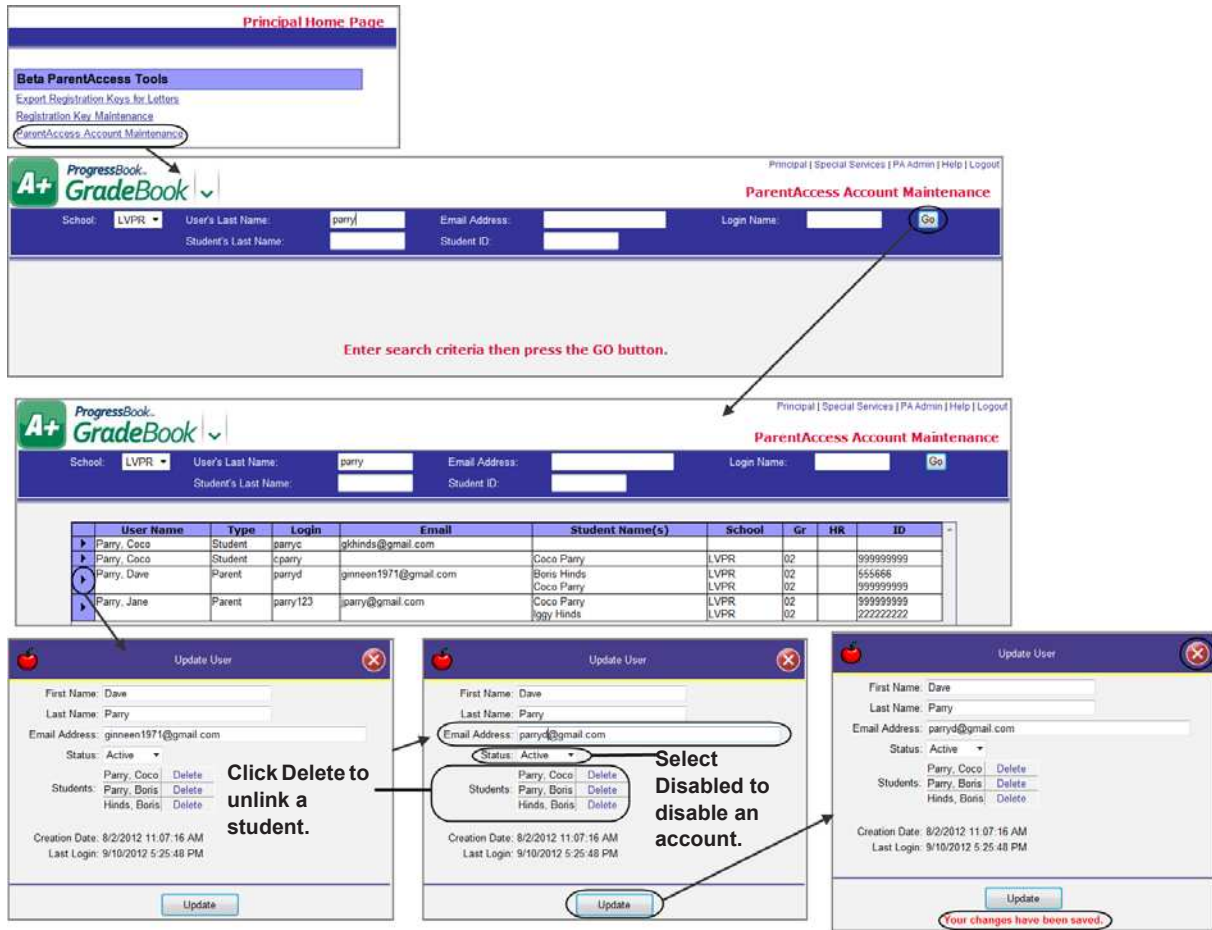
6. You can also perform any of the following optional tasks:

- To disable a user account, in the **Status** drop-down list, select **Disabled**.
- To delete a student from a Beta ParentAccess user account, in the **Students** list, click **Delete** next to the student's name, and on the confirmation window, click **OK**.

7. Click **Update**.

The "**Your changes have been saved.**" message displays.

8. Close the **Update User** window.



Search and Update Users' Accounts

## Delete an Individual Beta ParentAccess Account

1. On the **Principal Home Page**, under **Beta ParentAccess Tools**, click **ParentAccess Account Maintenance**.
2. On the **ParentAccess Account Maintenance** screen, search for the individual whose account you want to delete.
3. Next to the user's name, click the arrow.
4. On the **Update User** window, in the bottom-left corner, click **Delete**.
5. On the message window, click **OK**.

ProgressBook  
GradeBook

Principal | VirtualClassroom | PA Admin | Help | Logout

**ParentAccess Account Maintenance**

School: LVHS User's Last Name: [ ] Email Address: [ ] Login Name: [ ] Go  
 Student's Last Name: parry Student ID: [ ]

User Name	Type	Login	Email	Student Name(s)	School	Gr	HR	ID	Status
▶ Parry, Boris	Student	booboobear	curryt@software-answers.com	Boris Parry	LVHS	10	100	888888	Active
▶ Parry, David	Parent	parryd	parrydt@gmail.com	Boris Parry Morgan Parry Thomas Parry Vivian Parry	LVHS LVHS LVHS LVHS	10 10 11 10	100 100 116	888888 999961268 818181 545454	Active
▶ Parry, Ginneen	Parent	parryg	ginneen71@gmail.com	Mitchell Parry Thomas Parry	LVHS LVHS	10 11	100 100	777777 818181	Disabled
▶ Parry, Jane	Parent	parry123	jparry@test.com	Boris Parry Mitchell Parry Morgan Parry	LVHS LVHS LVHS	10 10 10	100 100 100	888888 777777 999961268	Active
▶ Parry, Mitchell	Student	mitchie	mparry@hotmail.com	Mitchell Parry	LVHS	10	100	777777	Active
▶ Parry, Morgan	Student	morgana	morgana@gmail.com	Morgan Parry	LVHS	10	100	999961268	Active
▶ Parry, Thomas	Student	parryt		Thomas Parry	LVHS	11		818181	Active
▶ Parry, Victoria	Parent	vparry	parry@yahoo.com	Mitchell Parry Thomas Parry	LVHS LVHS	10 11	100 100	777777 818181	Active
▶ Parry, Vivian	Student	vivparry	parry@hotmail.com	Vivian Parry	LVHS	10	116	545454	Active

**Update User**

First Name: Jane  
 Last Name: Parry  
 Email Address: jparry@test.com  
 Status: Active  
 Parry, Morgan Delete  
 Parry, Boris Delete  
 Parry, Mitchell Delete  
 Creation Date: 6/21/2012 9:46:23 AM  
 Last Login: 6/3/2013 10:54:53 AM

Delete Update

Are you sure you would like to delete this user?

OK Cancel

**Delete Individual Beta ParentAccess Account**

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# 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**.

The screenshot shows the 'Lunch Choices' screen in the ProgressBook GradeBook application. The interface includes a header with the 'A+ ProgressBook GradeBook' logo and navigation links for 'Principal', 'Special Services', 'PA Admin', 'Help', and 'Logout'. A welcome message 'Welcome Mr. Jason Principal10' and a 'School' dropdown menu set to 'LVPR' are visible. The main content area features a table with the following structure:

Lunch Choice	Del?
Hot Lunch	<input type="checkbox"/>
Deli Choice	<input type="checkbox"/>
Milk	<input type="checkbox"/>
Teacher Lunch	<input type="checkbox"/>
*	
*	
*	
*	
*	
*	
*	
*	
*	
*	
*	
*	
*	
*	

Below the table is a 'Save' button. At the bottom of the screen, there are navigation links: 'Classes | Courses | Students | Staff | Periods | Period.Xref | Mark Types | Grading Scales | Rpt. Card Builder'.

**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**.

The screenshot shows the 'Lunch Count Report' interface. At the top left is the 'A+ ProgressBook GradeBook' logo. The top right has navigation links: 'Special Services | Principal | Help | Logout'. Below the logo, it says 'Welcome Mr. John Principal1'. The main heading is 'Lunch Count Report'. A red instruction bar reads 'Select the Report Options, then Click the "Run" Button'. The form contains four sections: 'Select a School:' with a dropdown menu showing 'Lake View High School' and 'Lake View Primary School'; 'Select Dates:' with a date field containing '2/15/2008'; 'Select the Version:' with radio buttons for 'Summary Report' (selected) and 'Detail Report'; and 'Select the Output Format:' with radio buttons for 'PDF' (selected), 'Excel', 'TIFF', and 'RTF'. A 'Run the Report' button is at the bottom center.

Lunch Count Report Screen

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



<b>Lunch Counts</b>	
<b>School:</b> Lake View Primary School	<b>Date:</b> 02/15/08
<b>Totals</b>	
Deli Choice	10
Hot Lunch	74
Milk	67
Teacher Lunch	3

**Lunch Count Report**

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# 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.

The image shows a screenshot of the ProgressBook GradeBook Principal Home Page. The page has a blue header with the ProgressBook logo and navigation links. Below the header, there are several menu categories with links. An arrow points from the 'Update Email Address' link in the 'Other' category to a separate window titled 'Update Your Email Address'. This window has a text input field for 'Email Address' containing 'parrya@test.com' and an 'Update' button at the bottom.

ProgressBook GradeBook  
Special Services | VirtualClassroom | Principal | PA Admin | Help | Logout  
Welcome Ariana Parry  
Principal Home Page

**Administrative Reports**  
[Daily ProgressBook Attendance](#)  
[Ineligibility Report](#)  
[Period Attendance Report](#)  
[Period Attendance Audit Report](#)  
[Parent Access Login Activity Audit](#)  
[Post Homework & Marks To Web Audit](#)  
[Potential Skip Report](#)  
[Staff Attendance Audit Report](#)

**Report Cards**  
[Run Report Cards](#)  
[View Saved Report Cards](#)  
[Report Card Verification Report](#)

**Lunch Counts**  
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**Other**  
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[Change Your Password](#)

**Grade Book Information**  
[View a Teacher's Grade Book](#)  
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[View a Teacher's GradeBook Summary Report](#)  
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**Attendance**  
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[Attendance By Student List](#)  
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[Set Required Homerooms For Homeroom Attendance](#)

**ParentAccess Tools**  
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**Beta ParentAccess Tools**  
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**Report Builder Reports**  
[Student Demographics](#)  
[Class Assignment Marks Admin](#)  
[Report Card Marks Admin](#)  
[YTD Final Grade Admin](#)  
[Class Progress Standards Based Admin](#)  
[Homework and Marks Posted to Parent Access Admin](#)  
[Missing Assignments Standards Based Admin](#)

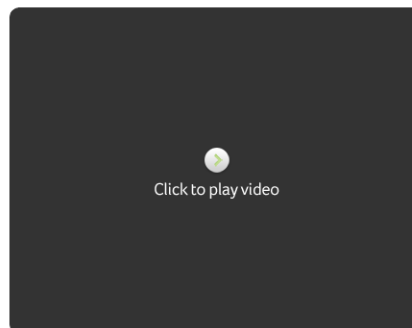
**My Reports**

**Report Maintenance**

Update Your Email Address  
Email Address: parrya@test.com  
Update

### Update Your Email Address

## Change Password



### Change Password Video

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.

The image illustrates the process of changing a password in the ProgressBook GradeBook system. It shows three main components:

- Main Navigation Menu:** Located on the left, it includes sections for Administrative Reports, Report Cards, Lunch Counts, and Other. The 'Change Your Password' link is highlighted in the 'Other' section.
- Change Password Form:** A modal window titled 'Change Password' with three input fields: 'Current Password', 'New Password', and 'Confirm New Password'. A 'Change Password' button is highlighted with a red circle.
- Principal Home Page:** The main dashboard after the password change, featuring sections for Administrative Reports, Grade Book Information, Student Information, Beta ParentAccess Tools, and Report Builder Reports.

### Change a Password

This page intentionally left blank.