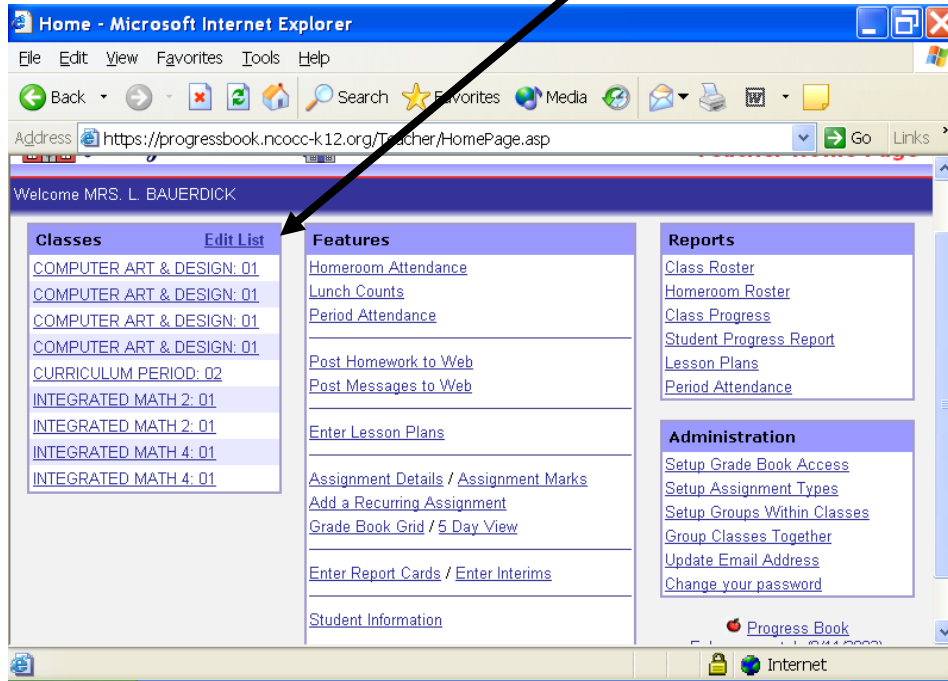


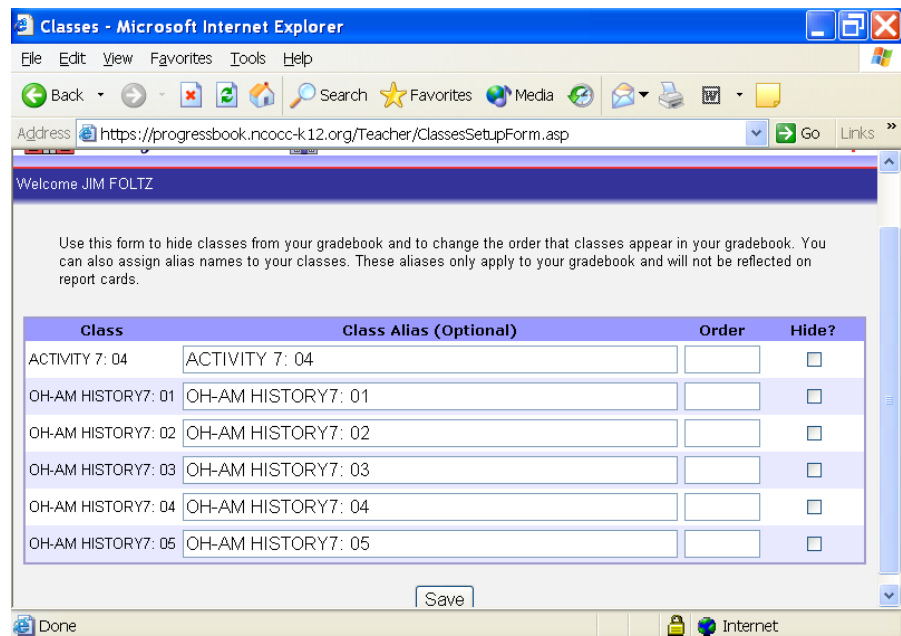
Edit Class List

Class naming conventions and scheduling are set up in the student information system, if your school is integrated with one. However, ProgressBook allows you to change the display name of your classes, assign a specific order in which they appear on the Teacher Home Page, or hide a class in the grade book if you do not teach it for a grading period.

On the Teacher Home Page, click the **Edit List** link in the Classes area.



On this screen you can re-name or re-order your class or hide the class if you don't want to see it in your grade book at this time.



Update Roster

By clicking on the Update Roster Box you can re-order students, hide students. Example when a student is withdrawn from your class, a **red W** will appear by their name, you will want to hide that student.

The screenshot shows the ProgressBook interface. On the left, there is a table with columns for 'Student', 'Miss', and 'Att'. The student list includes: ARNOLD, JUSTIN W; BAUMER, DEREK; DARLING, CAMERON; WADDLES, SARAH K; and WHITE, LAURA. Below this table is a button labeled 'Update Roster'. In the center, there is a 'Lesson Plan for 8/18/2003' section with various menu options categorized into 'Options', 'Administration', and 'Reports'. On the right, there is an 'Assignments' section with a button labeled 'Add an Assignment'.

Hide students at this screen and click SAVE.

The screenshot shows the 'Class Roster' screen in ProgressBook. The interface includes a navigation bar with 'Home | Grade Book | Principal | Clerical | Food Services | Help | Logout'. Below the navigation bar, there is a 'Class Roster' title and a 'Class: Meth' dropdown menu. The main area contains a table with columns for 'Name', 'Order', 'Group', 'Hide?', and 'Del?'. The table lists 20 students, each with a 'Hide?' checkbox (checked) and a 'Del?' checkbox (unchecked). At the bottom of the table, there are buttons for 'Add Students' and 'Save'.

Name	Order	Group	Hide?	Del?
BARBER, MICHAEL JAY			<input checked="" type="checkbox"/>	<input type="checkbox"/>
BELSTERLI, JACOB			<input checked="" type="checkbox"/>	<input type="checkbox"/>
CALDERHEAD, HANNAH			<input checked="" type="checkbox"/>	<input type="checkbox"/>
CLARK, LISA			<input checked="" type="checkbox"/>	<input type="checkbox"/>
COLE, IAN			<input checked="" type="checkbox"/>	<input type="checkbox"/>
CONNOR, CASSADY			<input checked="" type="checkbox"/>	<input type="checkbox"/>
DINGESS, KARA			<input checked="" type="checkbox"/>	<input type="checkbox"/>
FEATHERINGHAM, NICHOLAS			<input checked="" type="checkbox"/>	<input type="checkbox"/>
GRAY, KATIE			<input type="checkbox"/>	<input type="checkbox"/>
HAMMOND, LOGAN			<input checked="" type="checkbox"/>	<input type="checkbox"/>
HOLT, RIDGE			<input checked="" type="checkbox"/>	<input type="checkbox"/>
KENNEDY, SARAH			<input type="checkbox"/>	<input type="checkbox"/>
LANG, SARAH			<input checked="" type="checkbox"/>	<input type="checkbox"/>
NOBLE, BYRON			<input checked="" type="checkbox"/>	<input type="checkbox"/>
RANNELS, JACOB			<input checked="" type="checkbox"/>	<input type="checkbox"/>
REED, EMILY			<input checked="" type="checkbox"/>	<input type="checkbox"/>
SEYMOUR, DYLAN			<input checked="" type="checkbox"/>	<input type="checkbox"/>
SHAWVER, LAURA			<input checked="" type="checkbox"/>	<input type="checkbox"/>
SMITH, BRYANNA			<input checked="" type="checkbox"/>	<input type="checkbox"/>
SMITH, JOHN		golfers	<input type="checkbox"/>	<input type="checkbox"/>
SPORE, KATELYNN			<input checked="" type="checkbox"/>	<input type="checkbox"/>
STACY, JACOB			<input checked="" type="checkbox"/>	<input type="checkbox"/>
STEMPLE, GAGE			<input checked="" type="checkbox"/>	<input type="checkbox"/>
STERRY, ZACHARY			<input checked="" type="checkbox"/>	<input type="checkbox"/>
SWARTZMILLER, WILLIAM		Swimmers	<input type="checkbox"/>	<input type="checkbox"/>
TEST, SUSIE		Swimmers	<input type="checkbox"/>	<input type="checkbox"/>
WILLIAMS, SHAYLA			<input checked="" type="checkbox"/>	<input type="checkbox"/>
WISEMAN, LESLIE		golfers	<input type="checkbox"/>	<input type="checkbox"/>

Student Information:

Clicking on the student's name will open the student profile screen. Click on the student name on the class list on the class Dashboard.

Personal Tab - This shows demographic information on the student. This screen also shows you when a parent or student last logged into the parent access screen.

Progress Book Student Profile

Dashboard / 5 Day Student: ARNOLD, JUSTIN W

Personal Progress Assessments Comments Attendance Schedule

Personal Information

School Name:	PJVS
Enrollment Status:	A
Enrollment Date:	5/13/2002
Grade Level:	12
Homeroom:	LAB , MR M. DZUGAN
Date of Birth:	3/20/1986
Sex:	M

Contacts

Name	Type	Address	Phone
DAVID/TERESA ARNOLD		3133 WASHBURN RD. WILLARD, OH 448909583	4199368431

Parent/Student Access Use

Type	User	Last Login	Status
Parent/Student Access Logins have not been created.			

NOTE: There are (5) additional tabs on this screen of student information.

Progress Tab - Student Progress screen. This page will display the students' average, assignments, date, mark and comments. It will also let the teacher know if the student is missing a particular assignment for any reporting period.

Progress Book Student Profile

Dashboard / 5 Day / Grid Student: SWARTZMILLER, WILLIAM Class: Math

Personal Progress Assessments Comments Attendance Schedule

Average:

Date	Assignment	Mark	Miss?	Excl?	Comment
Homework (Weight: 0) Avg:					
12/9/2003	Read	/10			
12/10/2003	Read	/10			

Assessments Tab - Student Assessments screen. This page will show the report card grades for all subjects.

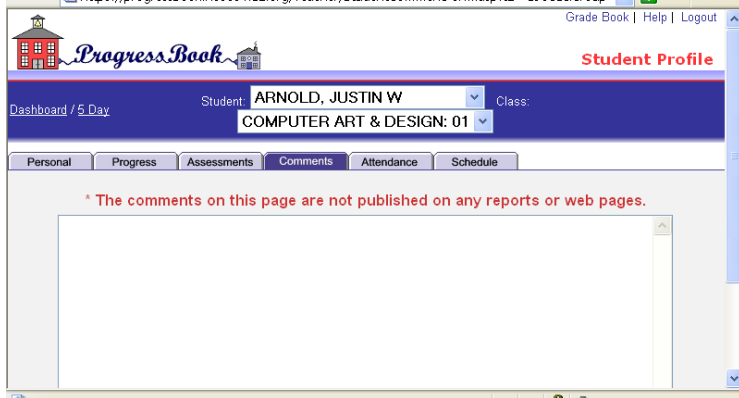
Progress Book Student Profile

Dashboard / 5 Day Student: ARNOLD, JUSTIN W Report: PCTC

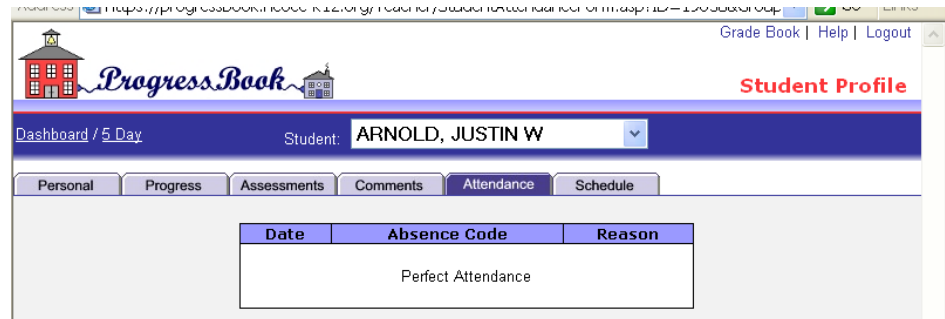
Personal Progress Assessments Comments Attendance Schedule

	Q1	Q2	Ex1	Sem	Q3	Q4	Ex2	Fin
COMP. ART / DES								
Letter Grade								
Comment 1								
Comment 2								
ENGLISH 4								
Letter Grade								
Comment 1								
Comment 2								
GOVERNMENT / ECON								
Letter Grade								
Comment 1								

Comments Tab - Student Comments screen. Comment tab is the screen in the student menu that will allow the teacher to input information. This tab will allow the teacher to enter and re-enter general comments about the student that the teacher may want to collect over the course of the school year. The teacher can view any students' comments for any scheduled class, by using the drop down window. This DOES NOT post to the parent access website!



Attendance Tab- Student's attendance screen. This screen allows the teacher to display the student's daily homeroom attendance.



Schedule Tab - Student Schedule screen. This screen allows the teacher to view the students' schedule. The course name is a link to the student's progress for that course.

