



Teacher ProgressBook FAQ

Set-Up:

My homepage lists classes I'm not teaching this quarter. How can I get them off my list?

Classes
Stats - 1st period
Stats - 3/4th period
Stats - 5/6th period
Stats - 10th period
Stats - 11th period

[Edit List](#)

Click **Edit List** in the Classes Box on your Teacher Homepage

Class	Class Alias (Optional)	Order	Hide?
Math Tutoring: 02			<input checked="" type="checkbox"/>
Math Tutoring: 11	Math Tutoring		<input checked="" type="checkbox"/>
Statistics (sem1): 01	Stats - 1st period - sem1		<input checked="" type="checkbox"/>
Statistics (sem1): 03	Stats - 3/4th period - sem1		<input checked="" type="checkbox"/>
Statistics (sem1): 04	Stats - 5/6th period - sem1		<input checked="" type="checkbox"/>
Statistics (sem1): 06	Stats - 10th period - sem1		<input checked="" type="checkbox"/>
Statistics (sem1): 07	Stats - 11th period - sem1		<input checked="" type="checkbox"/>
Statistics (sem2): 01	Stats - 1st period		<input type="checkbox"/>
Statistics (sem2): 03	Stats - 3/4th period		<input type="checkbox"/>
Statistics (sem2): 04	Stats - 5/6th period		<input type="checkbox"/>
Statistics (sem2): 06	Stats - 10th period		<input type="checkbox"/>
Statistics (sem2): 07	Stats - 11th period		<input type="checkbox"/>

The Edit screen allows you to the class(s) you wish to hide from your homepage.

SAVE!

All my classes have the same name. Can I rename them?

You can change the name of your classes on the same Edit screen as above. Type in your "class alias" in the space provided and SAVE. The new name will now show on your homepage.

How do I hide students I no longer have?

Click **Update Roster** on your class dashboard.

The screenshot shows the Classroom Administration interface. On the left is a student roster with columns for Student, Miss, and Att. On the right are various administrative tools categorized into Classroom Administration, Lesson Plans, Assignments & Marks, Average Calc Setup, Gradebook Administration, and Reports. The 'Update Roster' button at the bottom left of the student list is circled in red.

in the **Hide?** Box for the student you wish to hide from your active class roster.

Name	Order	Group	Hide?	Name	Order	Group	Hide?
Bevilacqua, Jacob			<input type="checkbox"/>	Mastantuono, Samantha			<input type="checkbox"/>
Bradish, Kyle			<input type="checkbox"/>	McKenzie, Patrick			<input type="checkbox"/>
Goff, Michelle			<input type="checkbox"/>	Kageotte, Kathryn			<input type="checkbox"/>
Hall, Keaton			<input type="checkbox"/>	Paine, Jennifer			<input type="checkbox"/>
Hassett, Patrick			<input type="checkbox"/>	Pickett, Matthew			<input type="checkbox"/>
Keating, Steven			<input checked="" type="checkbox"/>	Feesee, Evan			<input type="checkbox"/>
Kloos, Ian			<input type="checkbox"/>	Rhorne, Derek			<input type="checkbox"/>
Lappin, Tyler			<input type="checkbox"/>	Riolo, Sarah W			<input checked="" type="checkbox"/>
Maddocks, Cory			<input type="checkbox"/>	Vedda, Breanne W			<input checked="" type="checkbox"/>

SAVE!

Save

Why are withdrawn students still on my roster?

ProgressBook *NEVER* deletes information. When a student is withdrawn, a **W** will show next to the name. You can “hide” this student by using the **Update Roster** feature.

A student is in my class, but not on my roster. Why not?

Check with the counselor or office staff to be sure the student was scheduled in eSIS. eSIS is the source of all student information in ProgressBook. There is a program run every night that updates ProgressBook with new information from eSIS. If the student is scheduled in eSIS today, he/she will appear in ProgressBook tomorrow. If the student still fails to appear on your PB roster, contact the office for further investigation.

Assignments:

I've created an assignment. Now I want to assign it to a group of students instead of the entire class and I can't. How can I do this?

The option to assign an assignment to a group of students is only available at the initial creation of the assignment. Once your assignment has been saved, you will have to manually exclude students as needed.

I'm teaching five Algebra classes. I created an assignment for one of the classes and am unable to copy it to the other 4. Why not?

You must have the same Assignment Types in all classes if you want to share assignments. Revisit Setup Assignment Types on your homepage to make corrections.

I created a recurring assignment for a class by mistake. How can I remove the assignments?

Unfortunately you can create a recurring assignment very easily, but once it is set up, the assignments can only be removed by deleting each date individually. ProgressBook will schedule recurring assignments on holidays and teacher workdays if they fall within the date range specified. You will need to delete or reschedule these dates if this occurs.

A student did not turn in an assignment. Why is it not calculating in his/her average?

You must enter a zero (0) for a Mark or check in the Missing box for this assignment to calculate in the average. Leaving a mark blank without checking the Missing box will exclude the assignment from the average.

Grading:

(also see *Submitting Grades for Report Cards* handout for instructions on how to finalize Marking Period/Semester/Final grades)

I entered my grades. Why can't the office see them?

Did you SAVE??? You must SAVE. Data entered in a web application does not truly exist until it is saved. You must go back, re-enter your grades and SAVE before exiting the program. Users should also refrain from using the Back Arrow in a web application.

Why do grades show up as ? in the gradebook?

Go to your homepage and click on **Setup Grading Scales**. A grade scale must be selected for grades to show properly in your gradebook.

Average Calc Setup

[Setup Assignment Types](#)

[Setup Calc Methods & Weights](#)

[Setup Grading Scales](#)

Mapping Grading Scale Student Override Copy

The default grading scale for this class is:

OFHS Grade Scale

[Click here to view the grading scales](#)

Save Save Next >>

Reports:

I'm running reports, but can't see them. What's wrong?

Make sure all pop-up blockers are disabled for ProgressBook. Contact your building technology assistant for help.

How do I print my Grade Book Grid?

Use the Class Progress Report listed in your Reports options on your Homepage and Class Dashboard. At this time you must print each class separately. We have requested and expect to see an "all classes" option for this report in the coming year.

Parent/Student Access:

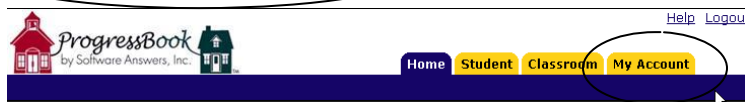
How do I post to the web?

You must check both “post to” boxes on the assignment page.

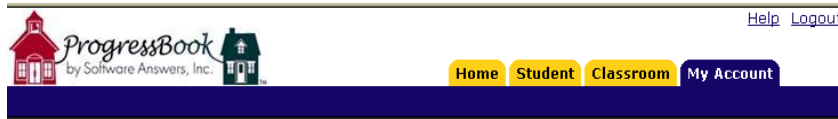
One of my students has forgotten his/her password. What do I do?



Click **View Parent/Student Access Web Site** on your class dashboard.



Click on **My Account**

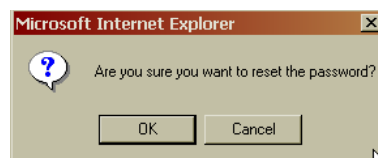


The following students are linked to your account:

Name	User ID	Password
Mindy	Mindy's PW	Click here to reset Mindy's password
Jeremiah	Jeremiah's PW	Click here to reset Jeremiah's password
Briana	Briana's PW	Click here to reset Briana's password
Dustin	Dustin's PW	Click here to reset Dustin's password
Ashley	Ashley's PW	Click here to reset Ashley's password

Find the student and click the link to change the password.

You'll get this; click OK



Scroll all the way down to the bottom of the screen.
The student's new password will show there.

Mindy's password was changed to Mindy8315

Log off Parent Access to return to your Class Dashboard.