SOFTWARE ANSWERS ProgressBook SUITE

New & Forgotten features

What's New in version 16

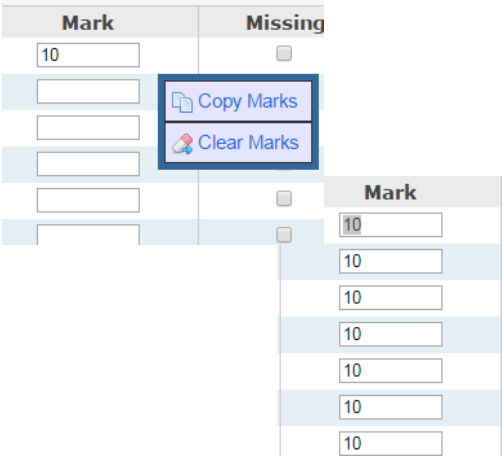
Copy marks or Clear marks

In each column there is an option to copy or clear mark. *(Not just those with standards based report cards)*

Simply type in the point and click Copy Marks, all students will receive the same mark. If you need to override one or two students simply type in their correct mark.

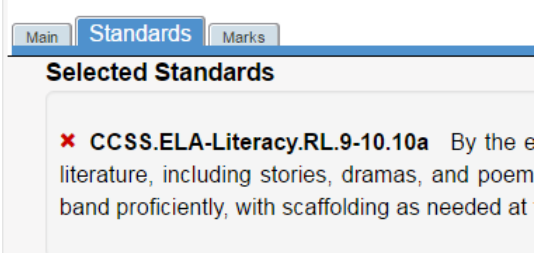
Clear Marks will remove all marks saved.

Don't forget to SAVE!!



Academic Standards

Standards are reading directly from the service provider so they are accurate and current. Standards are organized by subject. Multiple standards can be added to each assignment.



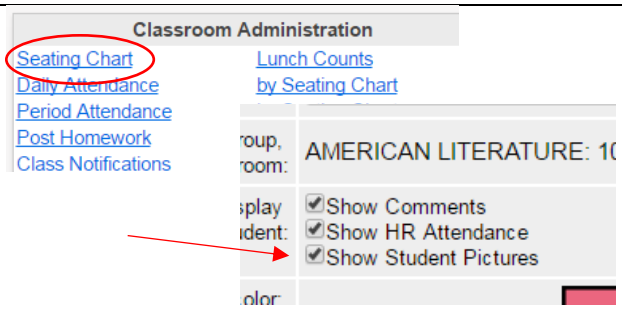
Forgotten features

Seating charts with photos

(This feature may not be on for all districts)

From the class Dashboard, click Seating Chart under Classroom Administration. When creating your setting chart, check Show Student Pictures. If this feature is on for your district your seating chart will generate with the students names and images.

Note: Homeroom attendance can also be taken daily from the seating chart by click on by Seating Chart next to Daily Attendance on the Dashboard.

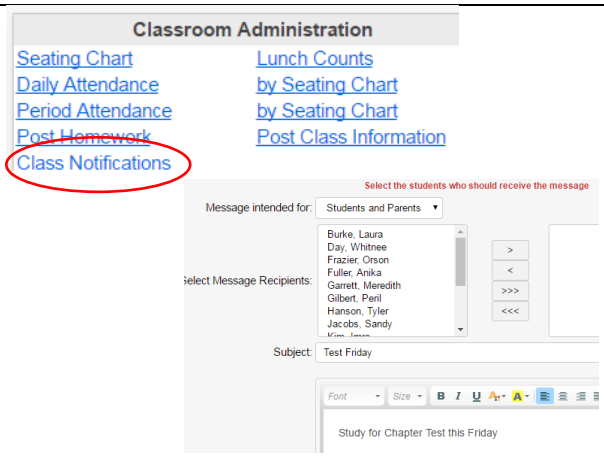


Class Notifications
(This feature may not be on for all districts)

From the class Dashboard, click Class Notifications under Classroom Administration.

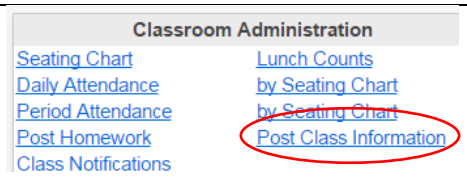
Email parents or students upcoming events such as "Chapter Test this Friday"

Type one message, choose parents, students or both, select the student or students then click Send. Individual messages will be sent to each email address in ParentAccess.

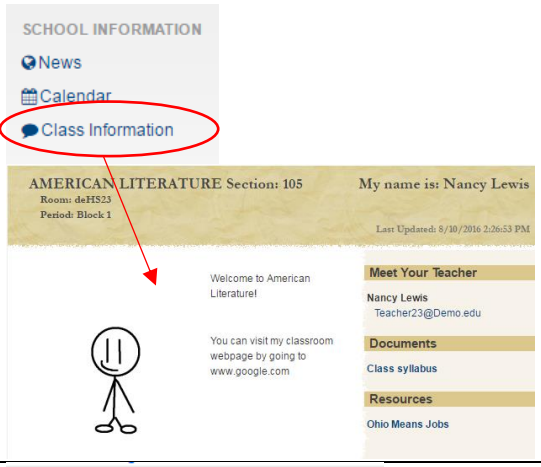


Post Class Information
From the class Dashboard, click Post Class Information under Classroom Administration.

Create a page name and Save. Now you can add any classroom information, links or attachments for parents or students to see in ParentAccess. Create one page and copy it to some or all of your other classes.



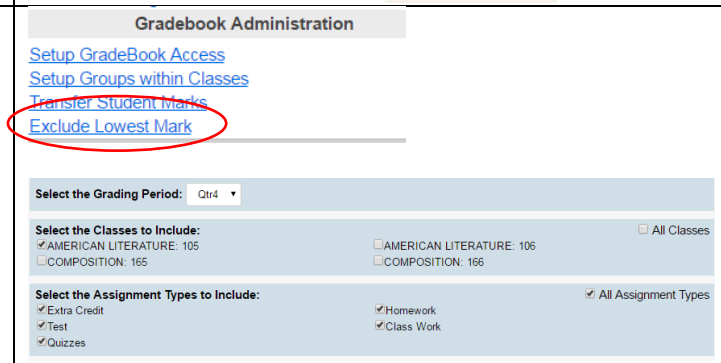
ParentAccess View:



Exclude Lowest Mark
From the class Dashboard, click Exclude Lowest Mark under Gradebook Administration.

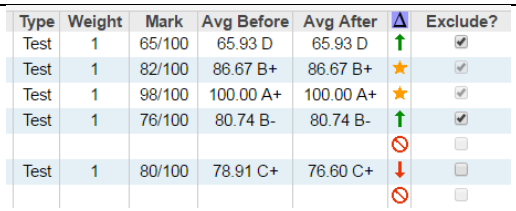
Select the grading period then the classes to include. You can select individual assignment types, for example if you want to exclude the lowest test grade and Test is one of your assignment types only select Test, but if you want to select the lowest grade the student had leave all assignment types selected.
Note: If the tool is run multiple times for a grading period and a student's lowest mark changes, the old mark will be re-included and the new mark will be excluded.

This tool will not include marks which were manually excluded by the teacher.



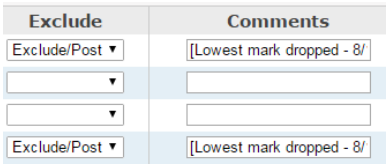
See each student's mark that will be excluded. The average before and after the grade was excluded and whether the student's grade will increase or decrease. Click Exclude Marks to finalize.

Comments are displayed on the Marks tab and will be posted in ParentAccess if the option to Post the marks to the web has be selected.



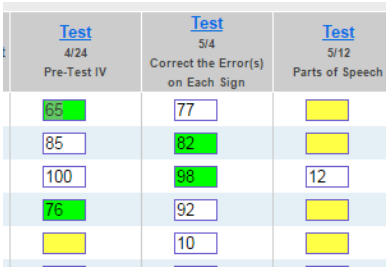
Type	Weight	Mark	Avg Before	Avg After	Δ	Exclude?
Test	1	65/100	65.93 D	65.93 D	↑	☑
Test	1	82/100	86.67 B+	86.67 B+	★	☑
Test	1	98/100	100.00 A+	100.00 A+	★	☑
Test	1	76/100	80.74 B-	80.74 B-	↑	☑
					⊘	☐
Test	1	80/100	78.91 C+	76.60 C+	↓	☐
					⊘	☐

Marks Tab:



Exclude	Comments
Exclude/Post	[Lowest mark dropped - 8/
Exclude/Post	[Lowest mark dropped - 8/

Grid View:

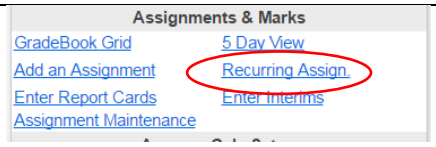


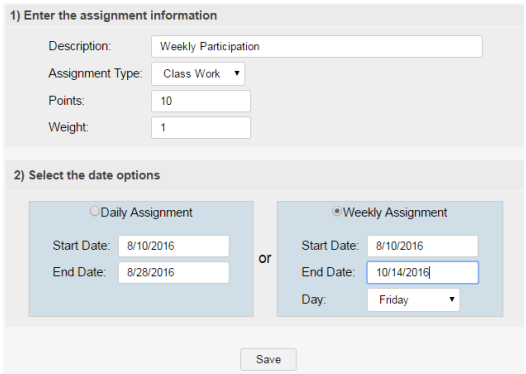
Test 4/24 Pre-Test IV	Test 5/4 Correct the Error(s) on Each Sign	Test 5/12 Parts of Speech
65	77	
85	82	
100	98	12
76	92	
	10	

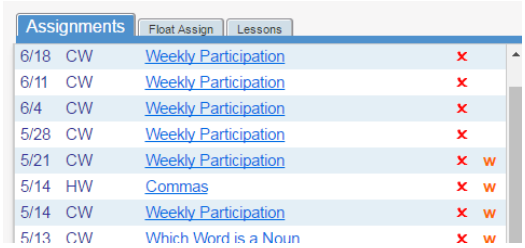
Recurring Assignments

This is for those assignments that you repeat week after week, for example, weekly participation or weekly spelling tests.

From the class Dashboard, Recurring Assign. under Assignments & Marks. Enter the assignment name, the assignment type and the point value. Select Weekly, choose a start date and end date, (Suggestion: only do one grading period at a time) and what day of the week. Once you click save the assignment is generated in your Assignments tab in your gradebook.
(Be aware there is not Undo)





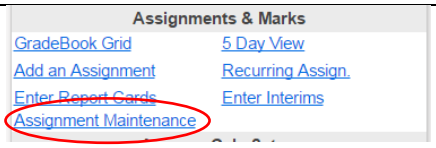


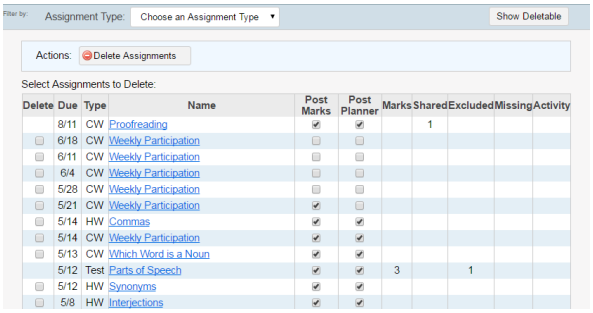
Assignment Maintenance

If you accidently created a recurring assignment or have other assignments you want to delete or post marks to the web, you can filter, delete or change.

From the class Dashboard, Assignment Maintenance under Assignments & Marks.

Note: Assignments that are graded or shared cannot be deleted.

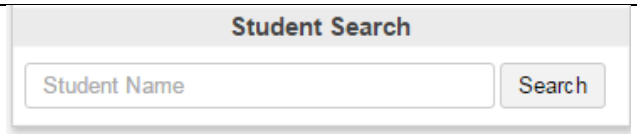


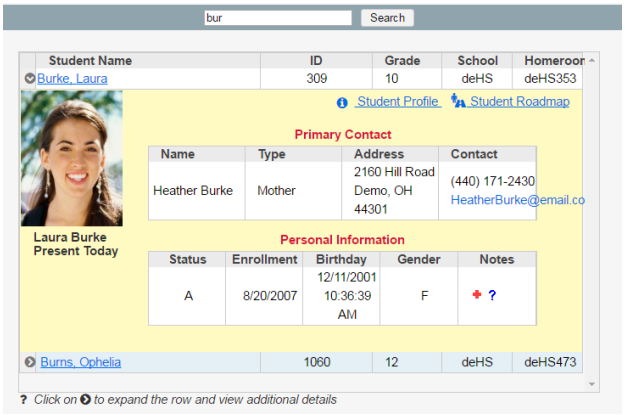


Student Search

From the Teacher Home Page or the Dashboard you will see the Student Search. Type in all or part of a student's name and it will find that student from within your gradebook.

The arrow will expand the student to be able to see contact information and personal information. Click on the student's name or click Student Profile. This will open the entire profile for that student in the Dashboard of the class they are assigned. Schools that have DataMap can also access the Student Roadmap.



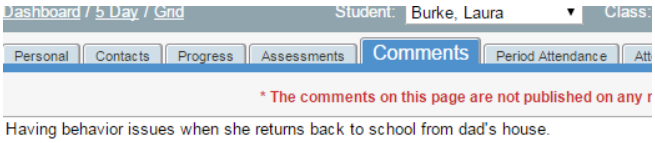


Comments

Student *(Private to the teacher)*

From the Dashboard click on a student's name to open the Student Profile. Click the Comments tab. An area to type plain text becomes available. Previously saved comments will be visible. These comments are only viewable to anyone that has access to your gradebook.

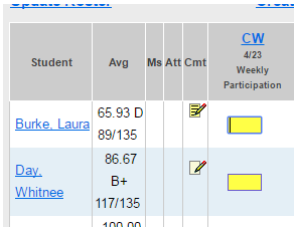
Student Comments:

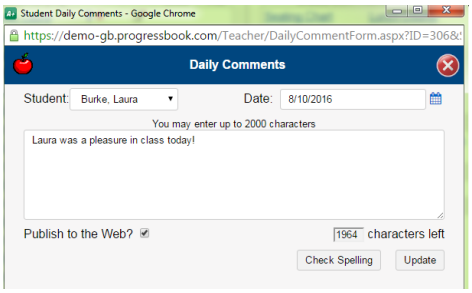


Daily *(Can publish to ParentAccess)*

From the Dashboard or the Gradebook Grid, the pencil/paper icon will allow you to type daily comments with the maximum character count of 2000. The option to Post to the web will allow these comments to be visible to parents through ParentAccess.

Dashboard or Gradebook Grid:

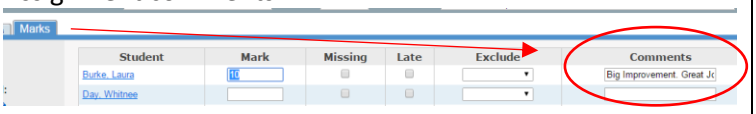




Assignment *(Displays in ParentAccess if assignment posts to the web)*

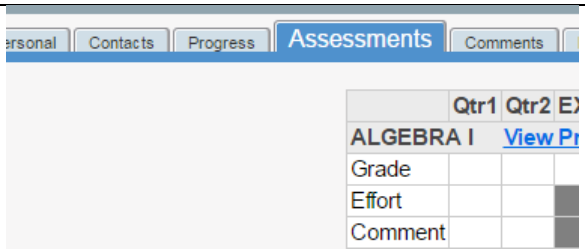
On the Marks tab of any assignment, the right most column allows comments for that specific assignment. These comment will appear with the assignment in ParentAccess if the assignment has been posted to the web.

Assignment comments:



Assessment Tab

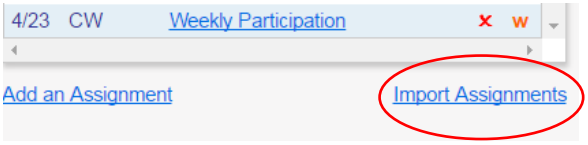
From the Student Profile, click the Assessment tab, this will show grades from the report card it will also show report card comments. Works well for elementary teachers who type comments.



Import Assignments

To reuse assignments that have been used in previous semesters or previous school years, the assignments can be imported and reused.

From the Dashboard, below the Assignments tab, click Import Assignments. A new will appear and display all assignments that have been added to the assignment bank (this is checked by default when creating an assignment) and the date it was previous taught.

To import an assignment, click on the icon to the left of its description.

To import multiple assignments, fill in the corresponding date fields and press the "Import Assignments" button.