

## Student List

Class Dashboard

The screenshot shows a list of 14 students with columns for 'Miss' and 'Att'. Callouts point to various icons and text:

- custody notice**: points to a person icon with a plus sign.
- medical notice**: points to a person icon with a plus sign.
- enter daily comment**: points to a pencil icon.
- view daily comment**: points to a notepad icon.
- view missing assignments**: points to a calendar icon with a question mark.
- disability notice**: points to a person icon with a question mark.
- birthday**: points to a birthday cake icon.
- withdrawn**: points to a 'w' in the 'Att' column.
- God open SpecialServices**: points to a church icon.

Buttons at the bottom include [Update Roster](#) and [Hide Attendance](#).

## Assignment List

Class Dashboard

The screenshot shows a table of assignments with columns for date, type, name, and status. Callouts point to specific details:

- grades posted to ParentAccess**: points to a checkmark icon in the status column.
- VC discussion**: points to a speech bubble icon.
- 3/21 VC quiz**: points to a speech bubble icon with a checkmark.
- 1+ missing assignments**: points to a question mark icon.
- grading incomplete**: points to a red 'x' icon.
- grading complete**: points to a green checkmark icon.
- excluded for all students**: points to a person icon with a slash.

Buttons at the bottom include [Add an Assignment](#) and [Import Assignments](#).

## GradeBook Grid Key

? = Missing	= Past Due	= ParentAccess alert regarding student progress was sent
t = Late	!= Excluded	= ParentAccess alert regarding student progress was viewed
= Excluded as Lowest	!! = Excluded but Post	
= Excluded as Lowest but Post	= Discussion	
	= Quiz	

## Lesson Plan Key

- print
- edit
- schedule
- delete lesson
- remove lesson from class  
remove standard from lesson

## Seating Chart Key

create new	add students
edit chart	add desks
display chart	add labels
auto arrange	take daily attendance
manually arrange	take period attendance
edit/delete items on chart	print chart

## Quick Tips

### Do not use your browser's BACK button.

Information will not save.

### Log out when you are not using GradeBook.

The app times out after a period of inactivity.  
SAVE or REFRESH the page to reset the timer.

### Student averages displaying as question marks?

On the **Grading Scale Setup** screen, designate the correct grading scale and check assignment mark types; make sure the grading scale is set up properly.

### Class or student not displaying?

View the **Class Setup** screen or **Class Roster** screen to verify the class or student are not hidden.

### Want to set up defaults for creating assignments?

On the **Teacher Home Page**, under **Administration**, click **Setup Preferences**.

## Posting to the Web

### Post to the homework web page?

Assignment Description and Due Date display on the **Planner** screen until after the due date.

### Post marks to the web?

Assignment Description, Marks, Points Possible, and Comments display on **Grade Details** screen.

### Post Homework

Allows attachments, links, and longer description; displays on the **Planner** screen until after the due date.

### Class Home Page

Post messages for parents and students to view; allows attachments and links.

### Daily Comments


When posted, they display on the ParentAccess **Dashboard** and the **Grade Details** screen.

## Progress Report Options

- ✦ **Daily or Period Attendance**
- ✦ **Assign %**  
Average percent for each assignment
- ✦ **Class Average**
- ✦ **Daily Comments**  
Unique to each student
- ✦ **Duplex Printing**  
Each report begins on an odd page for double-sided printing
- ✦ **Hide Assignments**  
Displays averages for each assignment type but hides other assignment details
- ✦ **Hide Exempt**  
Hides excluded assignments
- ✦ **Parent Signature Line**
- ✦ **Points Missing**
- ✦ **Student ID**
- ✦ **Posted to ParentAccess**
- ✦ **Hide Averages**  
Hides letter grades and percentages
- ✦ **Teacher Comment**  
Same comment for each student

## Additional Help

- ✦ **Hover your cursor to view hover tips over some items, such as student names in the list on the CLASS DASHBOARD.**

Bentley, Zoey	
Current Mark:	92.45%
YTD Average:	95.36%
Date of Birth:	10/10/1999
District ID:	185042
System ID:	36338
Grade Level:	11
Group:	
<small>Click on  to expand for more options</small>	

- ✦ **Click HELP on any screen to display help related to that screen.**

**GradeBook | Help | Sign Out**