

Reporting Grades in ProgressBook
October 13, 2006

Teachers, you will have an open time period designated by your principal and/or guidance counselor to “export” your grades. During that open window you may change grades and “re-export” as many times as you like with each one replacing the previous one. Once that open time period closes, you can no longer “export” grades. **MAKE SURE YOU MEET THAT DEADLINE.**

1. Log into ProgressBook
2. Click on a class
3. In the middle section under ASSIGNMENTS and MARKS, click on ENTER REPORT CARDS.
4. On the left side, click SHOW ALL STUDENTS.
5. On the right side under the red letters REPORT CARD ENTRY, you will see Rpt: with a drop down menu. Select S/U or your building depending on the grading scale you will be using.
6. Put a checkmark in the box above 1st 9 wks.
7. Then click on the = (equal) sign over on the right side.
8. Grades should now be in the mark boxes.
9. If a student has failed due to attendance, use the drop down menu beside Comment 1 to choose the 001 code.
10. Go through and double-check all grades. **THERE WILL BE NO VERIFICATION SHEETS. THIS IS IT!!!!**
11. Once checked – click SAVE.
12. Select your next class in the drop down menu on the left side under SEARCH and repeat directions 5 – 11.

REMEMBER....double-check all grades before clicking SAVE.

If you change a student’s grade on the REPORT CARD ENTRY page, then you must go back into your grade book and change it up there. If you don’t, ProgressBook will revert back to the original grade when averaging grades at the end of the year.