

## Dashboard Symbols & Codes

	= Student Birthday
<b>Miss</b>	= Missing Assignments
<b>Att</b>	= Daily Attendance Code
	= Enter Daily Comment
	= View/Edit Daily Comment
<b>?</b>	= One or more Missing Assignment
<b>W</b>	= Assignment Posted to Web
✓	= All Assignment Marks Entered
<b>x</b>	= Not all Assignments Entered
	= Excluded from all Students
<b>W</b>	= Student Withdrawn
	= View student IEP
	= Mark type is shared – By clicking it will show who shares this mark type.

## Grade Book Grid Symbols & Codes

<b>?</b>	= Missing Assignment	Aqua
<b>!</b>	= Excluded Assignment	Gray
<b>!!</b>	= Excluded Assignment, Posted to Web	Purple
<b>d</b>	= Past Due Assignment	Yellow
<b>Ms</b>	= Missing Assignment	
<b>Att</b>	= Daily Attendance Code	

Views- Filter Assignments by type or change to view daily comments or enter Period Attendance

## Hover Windows & Tips

Avg: 100.00 (A+) 5/5  
 DOB: 12/01/1985  
 District ID: 999885735  
 System ID: 275  
 Grade Level: 12  
 Group:

Hover over student names to display average, DOB, District ID, System ID, grade level, and group



Hover over Daily Comment symbol to view the comment



Hover over Assignment Codes on Grid to View Description, Points, and Weight

**Many other tips available by hovering!**

ProgressBook URL: <https://progressbook.swoca.net/>

District ID:

User ID:

## Student Progress Report Option

<b>Daily/Period Attendance</b>	Includes daily and/or period attendance
<b>Class Alias</b>	Uses class alias
<b>Class Average</b>	Includes class average with student average
<b>Daily Comments</b>	Includes any daily comments entered for each student
<b>Duplex Printing</b>	Two-sided printing with each student beginning on odd page
<b>Hide Assignments</b>	Displays averages, but not all assignments
<b>Hide Exempt</b>	Hides Excluded assignments
<b>Parent Signature Line</b>	Use when student should have report signed & returned (Interim)
<b>Points Missing</b>	Displays number of points missed for missing assignments
<b>Student ID</b>	Displays ID in place of name
<b>Teacher Comment</b>	Includes the same general comment on every student report

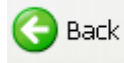
## Troubleshooting

**Averages display as "?"** - Grading Scale Setup - designate the correct grading scale for the class

**Class or Student not in ProgressBook** - If showing in back-office system and not ProgressBook, probably need to "unhide" them in ProgressBook

**Time Out** - Remember timer resets only after saving or refreshing a page, not just clicking within a screen













**DO NOT DELETE STUDENTS, HIDE THEM!**



**DO NOT USE THE BROWSER "BACK" ARROW BUTTON EXCEPT FOR REPORTS!**

Transfer Student Marks		
If	And/Or/But	Then
Classes Share assignments	And use the same grading scale	Transfer All Assignment Marks
Classes share assignments	But do NOT use the same grading scale	Run Report. Follow the system prompts.
Classes do not share assignments	But use the same types of marks (points vs. Letter Grades) AND the same grading scale AND the class that the student is transferring to does NOT use weights by assignment type	Transfer Student's Past Performance into One Assignment.
Classes do not share assignments	But use the same types of marks (Points vs. Letter Grades) AND the same grading scale AND the class that the student is transferring to uses weights by assignment type	Transfer Student's Past Performance Into Assignments for each Assignment Type.
Classes do not share assignments	And do NOT use the same types of marks (Points vs. Letter Grades) OR do NOT use the same grading scale	Run Report. Follow the system prompts.

Report Format		
Report Format	Advantage	Disadvantage
HTML	No special software needed.	Opens in Internet browser; limited edit options.
PDF	Opens in Adobe Acrobat. Bookmark tab offers navigation by student name.	Must have software on computer which is available as a free download.
Excel	Has the edit and formula capabilities of Excel software.	May not be easy to read; must have software on computer.
RTF	Opens in word processing software. Can be edited easily.	Must have software on computer.
TIFF	Graphic that can be inserted into another document	No editing; large file size it may take longer to open.

Seating Chart Icons			
Button	Option	Button	Option
	Create a new seating chart.		Add student from the Class Roster to the seating chart.
	Edit the seating chart setup using the Main Settings screen.		Add empty desks to the seating chart.
	Display the seating chart.		Add labels to the seating chart.
	Auto arrange the desks using the Desk Arrangement screen.		Take Daily (Homeroom) Attendance.
	Manually arrange desks.		Take Period Attendance.
	Edit and delete items on the seating chart.		Format the seating chart without the screen banners and buttons for printing.

### Posting to the Web

**Post to the homework web page:** Option = Assignment Description & Due Date appear on Homework page until after date due  
**Post marks to the web? Option** = Assignment Description, Marks, Points Possible, and Comments appear on Progress Details page  
**Post Homework Option** = Longer Description field for more detailed instructions, allows uploading attachments and links; appears on Homework page until after date due  
**Post Message Option** = Messages posted for student(s) or entire class for parents to view, including attachments and links, until specified date on the Message page  
**Daily Comments** - If posted to the web, they are listed by date at the bottom of the Progress Details page for each individual class.