

Westerville City Schools

Progress Book Achievement Record Training

October 19th, 2006

Progress Book is a web-based program. It will be important to remember to use “Dashboard” (teacher home page) and “Grade Book” (Progress Book home page) to navigate through the site. Do not use your browser’s “back” button. Information entered may not be saved if you do.



Grade Book | Special Services | Help | Logout

Report Card Entry

Always remember to after data has been entered before proceeding to the next screen.

You are going to be signing in “live.” For today’s training purposes, since you’re not really adding accurate information, don’t hit save today 😊

Go to <https://progressbook.mecdc.org>

Next, Login to your gradebook using *lowercase* letters. This first time login will designate all teachers in the district with the same password – “password.” You’ll need to go in and change your personal password to something that you’ll remember easily.

District ID: **wvl** (l as in lion – not a #1).

User ID: **wv**–first portion of your Groupwise e-mail address (minus the wcsd.org or westerville.k12.oh.us) Example below is Diane Conley = wv-conleyd

Password – **password**

District ID: wvl

User ID: wv-conleyd

Password: password

Login

Click "Login"

Go to "Change Your Password"

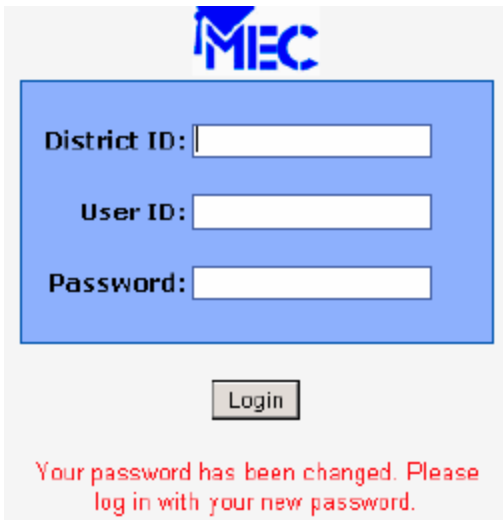
The screenshot shows a web application interface with three main columns:

- Classes**: Includes a link for [Edit List](#) and a list of class identifiers: [HOMEROOM 2ND: 003](#), [MATH 2ND: 003](#), [READING 2ND: 003](#), [SCIENCE 2ND: 003](#), [SOC STUD 2ND: 003](#), and [WRITING 2ND: 003](#).
- Features**: Contains various administrative links such as [Seating Chart](#), [Daily Attendance \(HR\)](#), [Lunch Counts](#), [Period Attendance](#), [Post Homework](#), [Post HomePage](#), [Enter Lesson Plans](#), [Search Lesson Plans](#), [5 Day Lesson Plan View](#), [Import Lesson Plan Schedules](#), [Assignment Details / Assignment Marks](#), [Add a Recurring Assignment](#), [Grade Book Grid / 5 Day View](#), [Enter Report Cards / Enter Interims](#), and [Student Information](#).
- Reports**: Includes a [Class Progress Report](#) section with a [Run](#) button, an **Average Calc Setup** section with links for [Setup Assignment Types](#), [Setup Calc Methods & Weights](#), and [Setup Grading Scales](#), and an **Administration** section with links for [Setup Grade Book Access](#), [Setup Lesson Plan Sharing](#), [Setup Groups Within Classes](#), [Setup Custom Options](#), [Setup Classes for Parent Access](#), [Group Classes Together](#), [Transfer Student Marks](#), [Update Email Address](#), and [Change your password](#). The [Change your password](#) link is circled in red.

Follow the prompts to change your password and click "Change Password" .

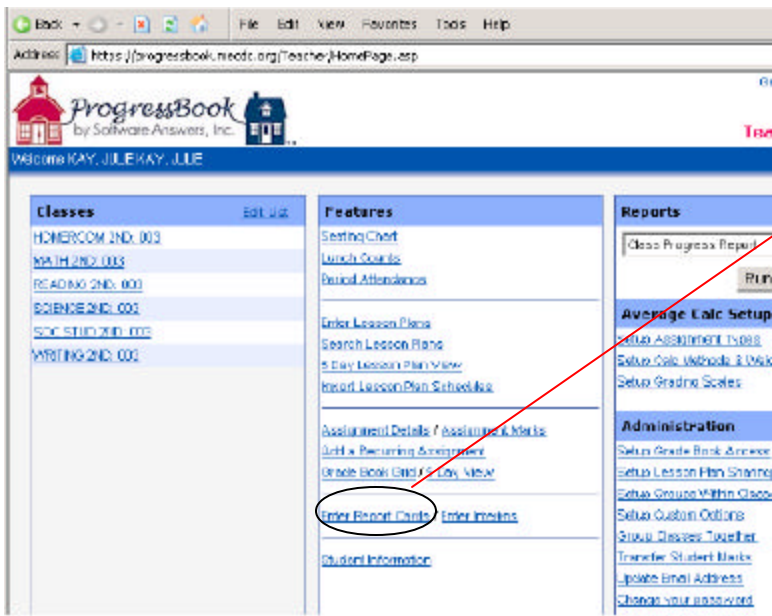
The screenshot shows a password change form with the following elements:

- Old Password:
- New Password:
- Retype your new Password:
- [Change Password](#) button



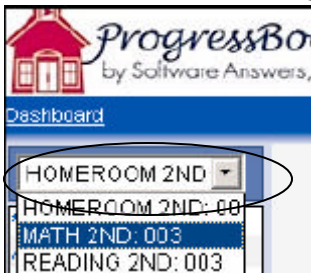
Login using your new password.

District ID – wvl
User ID – wv-your e-mail
Password – whatever you selected



To enter report cards for each class go to **Enter Report Cards**

Select the class/subject you want to report from the pull down menu:



Select "Show All Students"

Next – you will need to choose the correct report card. Typically you'll just choose the grade level you want to report. For today everyone is a second grade teacher 😊

Go to the "Rpt:" drop down and select "2nd grade report card."

Click "Show All Students" again to refresh the page.

You will now be able to enter the students' grade using the drop down menus:

Class	Assessment	Q1	Q2	Q3	Q4
DiMino Nadja ID: 999834286 Avg: Mark: Points: 0/0 HR Absent: 0 Tardy: 0 Per Absent: 0 Tardy: 0	Overall Grade	A			
	Applies phonics skills as presented	O			
	Applies reading strategies as presented	S			
	Recognizes vocabulary	U			
	Reads fluently				
Dipolis Taylor ID: 999001214 Avg: Mark: Points: 0/0 HR Absent: 0 Tardy: 0 Per Absent: 0 Tardy: 0	Overall Grade				
	Applies phonics skills as presented				
	Applies reading strategies as presented				
	Recognizes vocabulary				

Please note: This is not a WCS report card sample

Typically you would just scroll down and hit "SAVE" at the bottom of the page.

Note: Remember - right now you are entering fake data into the live data system so you will not want to click save. But you will want to remember to click save any time that you are entering accurate data.

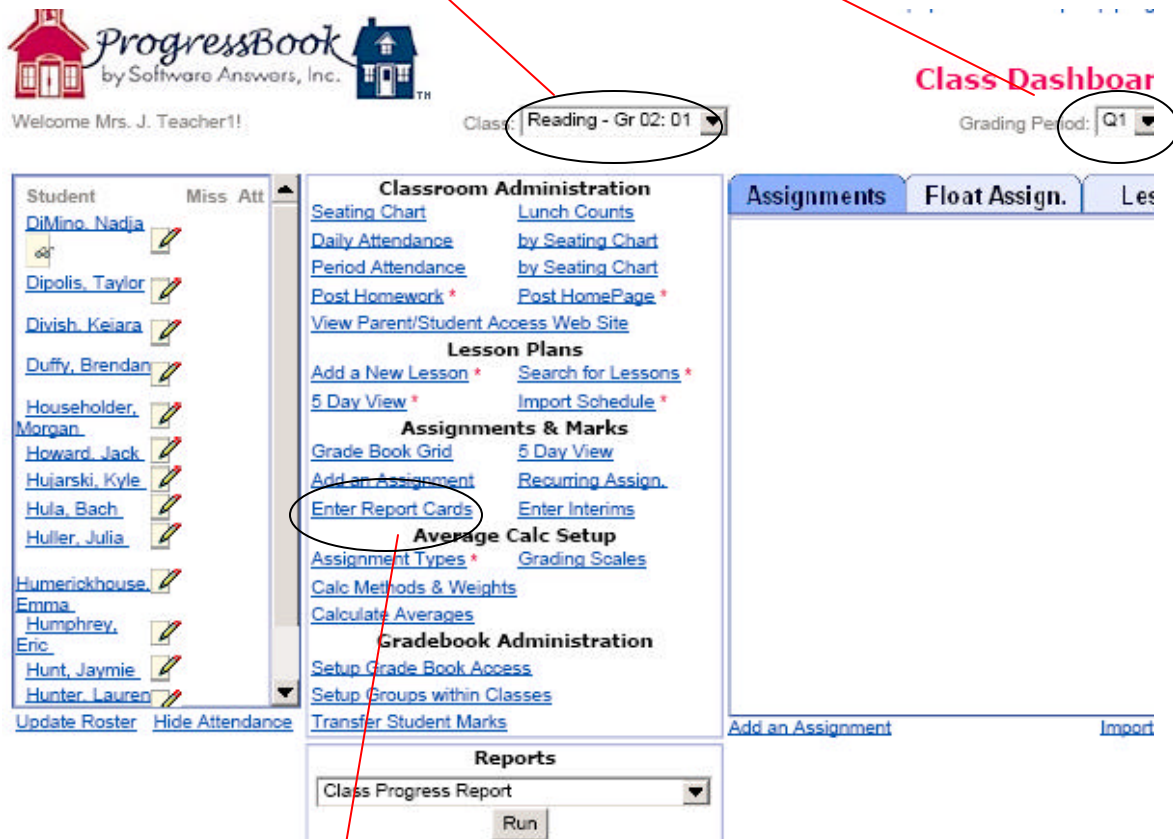
To enter grades for another subject, simply go back to your "Dashboard", "Enter Report Cards" and select a new subject on the drop down menu. Follow the same steps as previously outlined.

To enter a grade for just one student:

Click on "Dashboard"



Select your "Class" (which for elementary will be the subject you want to enter grades for) and "Grading Period" from the drop down menus.



Then click "Enter Report Cards"
Next select a student.



Select a student on the left to display their report card.

Make sure you have the correct "Rpt:" card selected

Nadja DiMino

2nd Grade Report Card **Rpt:**

Check the columns to calculate, then press the = button.

Student	Assessment	Q1	Q2	Q3	Q4
Reading - Gr 02 ID: 999834286 Avg: Mark: Points: 0/0 HR Absent: 0 Tardy: 0 Per Absent: 0 Tardy: 0	Overall Grade	▼			
	Applies phonics skills as presented	▼			
	Applies reading strategies as presented	▼			
	Recognizes vocabulary	▼			
	Reads fluently	▼			
	Demonstrates comprehension	▼			
	Applies higher level thinking skills	▼			

Save Save Next Next

Enter grades from the pull down menus again and normally you will click "Save." (but not today 😊)

If you hit "Save Next" it will go to the next student.

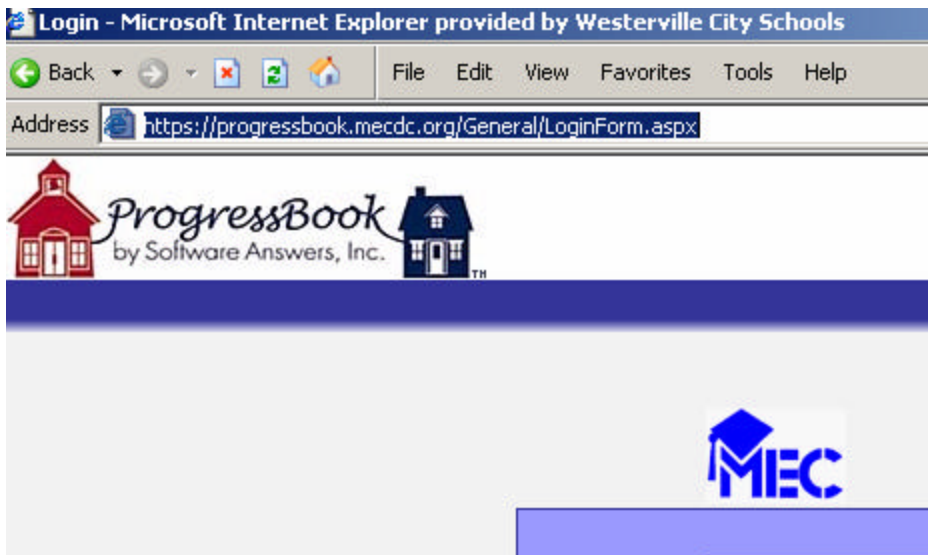
To Enter Interims:

Go to "Dashboard", under Features select "Enter Interims" and follow the same steps as you would to enter report cards.

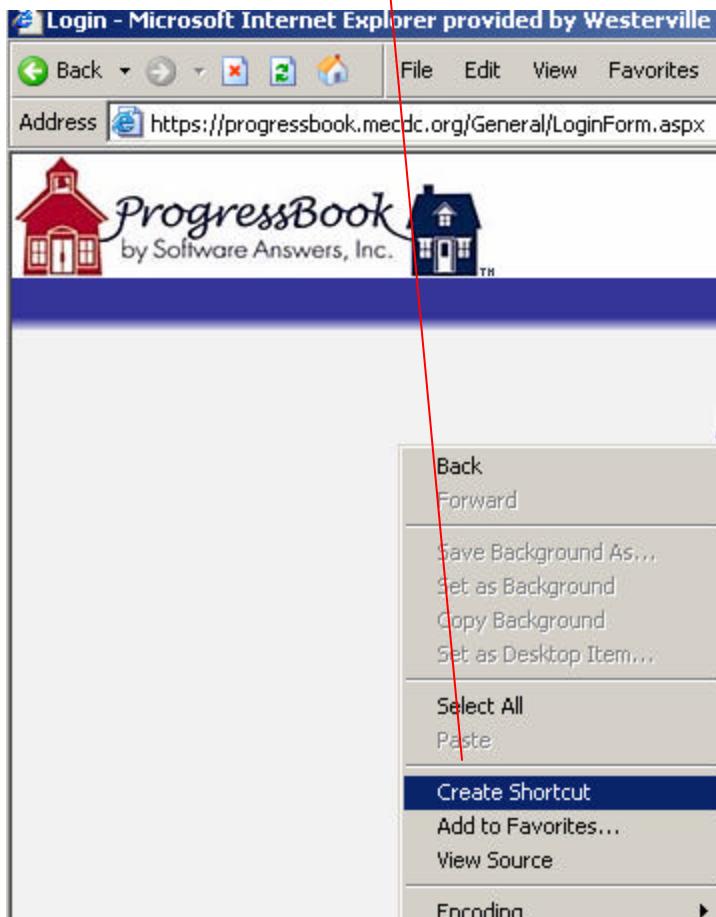
Once you get to the computer that you will be using regularly, you can save this site as a short cut on your desk top.

Go to <https://progressbook.mecdc.org>

Left mouse click on the address to highlight it.

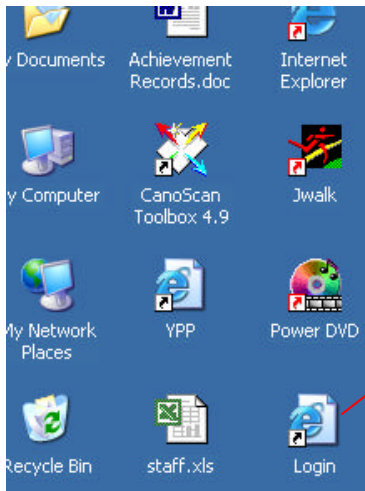
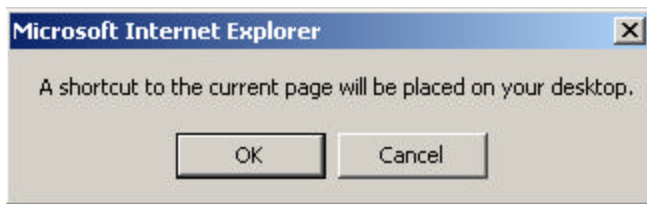


Right mouse click - this box will appear



Left click on "Create Shortcut"

You'll see this appear on your screen next – click "OK"



Now you'll have an **icon** on your desktop that goes directly to the login site.

Simply click on the icon next time you want to enter grades and you'll go directly to the Progress Book site.

We are just using the report card feature for now, but other features will be available soon. To see some of the other features, go back to "Dashboard."



Features that you'll be able to work with include: teacher portals, lesson plans, IEPs, lunch count, seating charts, parent access (you'll have the authority to hide access for specific assignments if needed), link indicators to assignments, etc.

To play around with the some of the gradebook features you can log into the training section using the following login info:

District ID: training
Teacher ID: teacher#
Password: training

For training purposes – teachers may login separately as teachers numbering 1-50 (example: teacher1, teacher2, teacher3, etc.)