

---

# ProgressBook VirtualClassroom Teacher Guide



*ProgressBook*®

*VirtualClassroom*



# **ProgressBook VirtualClassroom Teacher Guide**

(This document is current for v16.3.0 or later.)

© 2017 Software Answers, Inc. All Rights Reserved. All other company and product names included in this material may be Trademarks, Registered Trademarks or Service Marks of the companies with which they are associated. Software Answers, Inc. reserves the right at any time and without notice to change these materials or any of the functions, features or specifications of any of the software described herein.

# Change Log

The following Change Log explains by Product Version, Heading, Page, and Reason where changes in the *ProgressBook VirtualClassroom Teacher Guide* have been made.

Product Version	Heading	Page	Reason
16.3.0	<i>"Understanding the Online Learning Dashboard"</i>	1	Removed references to the <b>Teaching</b> and <b>All</b> sections of the <b>Dashboard</b> to reflect new user interface.
16.3.0	<i>"Courses"</i>	3	Updated screen shots and removed references to the <b>Teaching</b> and <b>All</b> sections of the <b>Dashboard</b> to reflect new user interface.
16.3.0	<i>"Adding a Course"</i>	3	Updated note to reflect new procedure to un-hiding a course. Added option to initiate course addition from the <b>ProgressBook Library</b> .
16.3.0	<i>"Copying a Course"</i>	5	Added subsections to reflect two ways to copy a course.
16.3.0	<i>"Delete a Recoverable Course"</i>	15	Added subsection to <i>"Deleting a Course."</i>
16.3.0	<i>"Permanently Delete a Course"</i>	16	Added subsection to <i>"Deleting a Course."</i>
16.3.0	<i>"Restoring a Course"</i>	16	Updated procedure for restoring a recoverable course.
16.3.0	<i>"Exporting a Course"</i>	17	Added subsections to reflect two ways to export a course.
16.3.0	<i>"Importing a Course from Your Machine"</i>	19	Updated procedure for importing a course from your local machine.
16.3.0	<i>"Personal Library"</i>	107	Added section.
16.3.0	<i>"District Library"</i>	108	Added note indicating that deleting a district course removes access from those who imported it to their Dashboards.
16.2.0	<i>"Restoring a Course"</i>	16	Updated procedure for restoring a course.
16.2.0	<i>"Importing a Course from Your Machine"</i>	19	Added section.
16.2.0	<i>"Exporting a Course"</i>	17	Added section.
16.2.0	<i>"Adding a Question"</i>	41	Updated screen shots to reflect new user interface and addition of <b>Multi-Answer</b> question type.
16.2.0	<i>"Multi-Answer"</i>	45	Added section.
16.2.0	<i>"Importing Questions to Quizzes"</i>	55	Added note indicating that a preview of question text is available when importing.
16.2.0	<i>"Assigning Activities from VirtualClassroom"</i>	81	Updated screen shot and added note indicating that you can select <b>All Classes</b> when you add assignments for activities.
16.2.0	<i>"Reviewing Activity Results"</i>	93	Created subtopics for each way to view activity results (by question, by standard, by standard summary).
16.2.0	<i>"District Library"</i>	108	Added section.

---

## Change Log

Product Version	Heading	Page	Reason
16.2.0	Throughout Guide	N/A	Updated text and screen shots to indicate that the <b>Hidden</b> link has been updated to read <b>All</b> .
16.1.3	<i>"Uploading Student Resources to a Course"</i>	21	Updated <b>Restricted</b> option to show that the cloud displays as gray when out of the date range for viewing a resource.
16.1.3	<i>"Grading Quizzes"</i>	99	Updated text to include new "Joined" status on student quizzes, and added descriptions for each status.
16.1.0	<i>"Adding a Course"</i>	3	Added note for importing courses.
16.1.0	<i>"Copying a Course"</i>	5	Added section.
16.1.0	<i>"Collaborating with Other Teachers"</i>	7	Added table indicating which contributor roles can perform which tasks.
16.1.0	<i>"Deleting a Course"</i>	15	Removed warning that courses cannot be recovered.
16.1.0	<i>"Restoring a Course"</i>	16	Added section.
16.1.0	<i>"Recovering Deleted Content"</i>	28	Updated procedure to recover deleted course content.
16.1.0	<i>"Adjusting Settings"</i>	66	Updated text and screen shot to reflect removal of <b>Allow Replies?</b> check box for discussions.
16.1.0	<i>"Moving Questions Into Sections"</i>	73	Added section.
16.1.0	<i>"Moving Questions Out of Sections"</i>	75	Added section.
16.1.0	<i>"Unassigning an Activity"</i>	88	Removed warning that student answers and student posts are deleted from activities when they are unpublished.
16.1.0	<i>"Grading Quizzes"</i>	99	Updated text and screen shot to reflect addition of the <b>Late</b> check box.
16.1.0	<i>"Grading Discussions"</i>	103	Updated text and screen shot to reflect addition of the <b>Late</b> check box.
16.1.0	<i>"ProgressBook Library"</i>	107	Wrote chapter.
16.1.0	Throughout Guide	N/A	Updated screen shots to reflect new user interface.
16.0.0	Entire Guide	N/A	Rewrote entire guide.

# Table of Contents

<b>Change Log</b>	<b>i</b>
<b>Welcome to VirtualClassroom</b>	<b>1</b>
Understanding the Online Learning Dashboard .....	1
<b>Courses</b>	<b>3</b>
Adding a Course .....	3
Copying a Course .....	5
From the Dashboard .....	5
From the Personal Library.....	6
Collaborating with Other Teachers .....	7
Tying Courses to GradeBook Classes .....	12
Untying Courses from GradeBook Classes .....	13
Deleting a Course .....	15
Delete a Recoverable Course .....	15
Permanently Delete a Course .....	16
Restoring a Course .....	16
Exporting a Course .....	17
From the Dashboard .....	17
From the Personal Library.....	18
Importing a Course from Your Machine.....	19
Uploading Student Resources to a Course.....	21
Organizing Course Content.....	23
Creating Folders.....	23
Moving Content to Folders .....	25
Copying Content .....	27
Recovering Deleted Content .....	28
<b>Activities</b>	<b>29</b>
Creating Quizzes.....	29
Creating Discussions .....	31
Adding Standards to Activities.....	33
Adding Content to Quizzes .....	36
Adding Instructions.....	37
Adding Questions, Text or Resources, and Sections .....	39

---

Adding a Question .....	41
True/False .....	42
Multiple Choice.....	43
Multi-Answer .....	45
Fill in the Blank.....	47
Matching.....	49
Essay .....	51
Math Problem.....	53
Importing Questions to Quizzes .....	55
Adding Text or Resources .....	56
Uploading a File .....	58
Uploading a File from Your Computer .....	59
Uploading a File from Google Drive .....	60
Adding Discussion Guidelines .....	63
Adding Instructions .....	63
Adding a Prompt .....	64
Adjusting Settings .....	66
Importing Activities .....	68
Organizing Quizzes.....	70
Creating Sections.....	70
Moving Questions Into Sections.....	73
Moving Questions Out of Sections.....	75
Reordering Questions .....	76
Editing Questions.....	78
Deleting Questions.....	80
Assigning Activities .....	80
Assigning Activities from VirtualClassroom .....	81
Viewing Class Progress on Activities .....	86
Unassigning and Deleting Activities .....	87
Unassigning an Activity .....	88
Deleting an Activity.....	89
Deleting an Assignment Linked to an Activity .....	90
Moderating Discussions.....	91
Reviewing Activity Results .....	93
Review Results by Question .....	93
Review Results by Standard.....	95
Review Results by Standard Summary .....	97

---

<b>Grading</b>	<b>99</b>
Grading Quizzes .....	99
Grading Discussions .....	103
<b>ProgressBook Library</b>	<b>107</b>
Personal Library .....	107
Understanding the Personal Library .....	107
District Library .....	108
Publishing Content .....	108
Importing Content .....	109
Public Library .....	110
Searching for Content .....	110
Purchasing Content .....	111
Importing Content .....	112
Permissions for Using Purchased Content .....	113

---

This page intentionally left blank.

# Welcome to VirtualClassroom

VirtualClassroom is a web-based learning management system (LMS) that is integrated with GradeBook. It facilitates blended learning both inside and outside the classroom. Using VirtualClassroom, you can create activities such as homework, quizzes, tests, and discussions for your students to complete online in ProgressBook.

Your **Dashboard** within VirtualClassroom is your workspace to create online courses and content for those courses. For more information about the **Dashboard**, see [“Understanding the Online Learning Dashboard.”](#)

The **ProgressBook Library** lets you search for and import courses that your district purchased so that you can use them on your **Dashboard** for your own instruction.

Refer to the appropriate section as follows:

- To create courses and link them to GradeBook classes, see [“Courses.”](#)
- To create activities and link them to assignments, see [“Activities.”](#)
- To grade activities, see [“Grading.”](#)
- To browse and import content within the **ProgressBook Library**, see [“ProgressBook Library.”](#)

***Note:** Your district must enable VirtualClassroom in order for you to assign or preview activities. If VirtualClassroom is not enabled, you can still use all other features of the program to create activities, share or copy content, and allow resources to be available to students.*

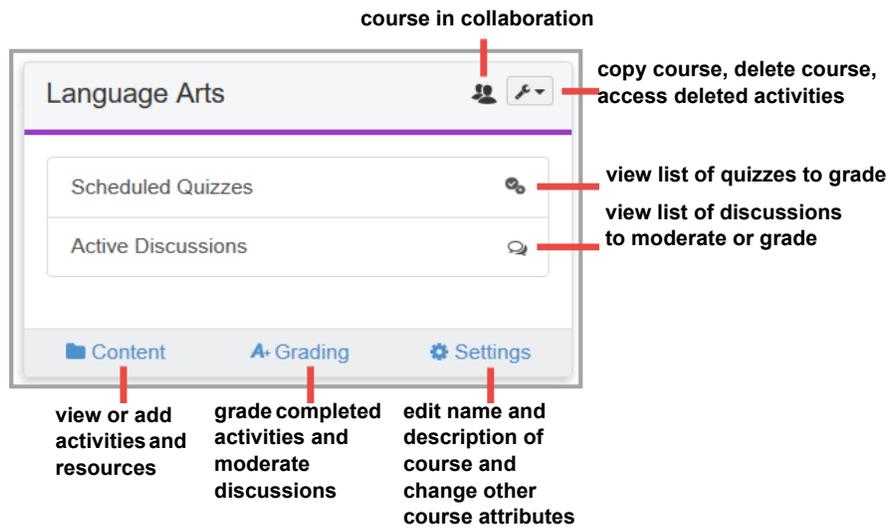
---

## Understanding the Online Learning Dashboard

The **Dashboard** is the central location for all of your VirtualClassroom materials. From here, you can access courses, activities, grading screens, settings screens, the **Recycle Bin**, the **ProgressBook Library**, and more.

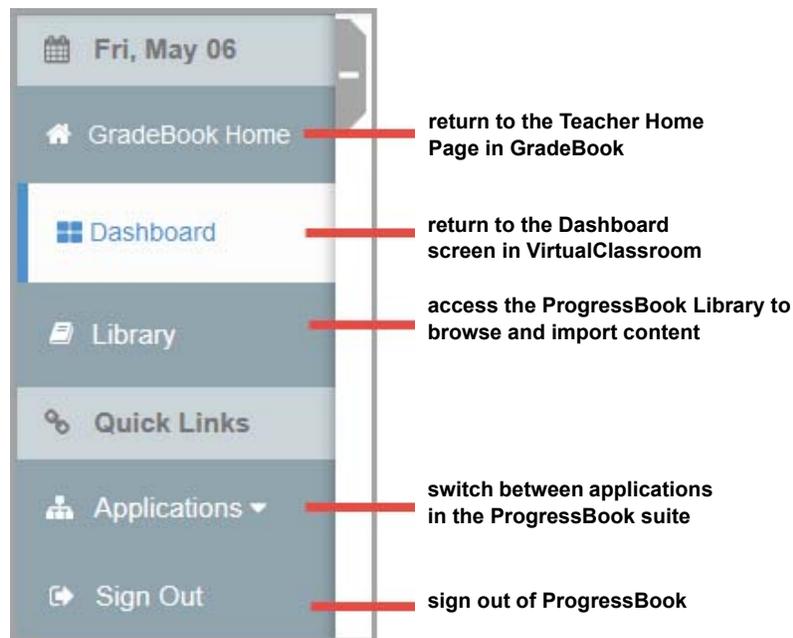
You access the **Dashboard** from GradeBook by clicking the link in the **Online Learning** section of either the **Class Dashboard** or the **Teacher Home Page**. The **Dashboard** screen contains the courses that you are actively teaching (i.e., ones that you have not sent to the recycle bin, deleted, or hid from your **Dashboard**).

On the **Dashboard**, your current courses display in panes where you can click on the text or buttons to perform the following actions:



The navigation bar displays on the left side of all VirtualClassroom screens, including the **Dashboard**.

Click  to expand the navigation bar:



# Courses

VirtualClassroom lets you create online courses that you tie to classes so that you can assign work to your students or post resources for students to view. You create and access courses from your **Dashboard**. Refer to the following topics:

- [“Adding a Course”](#)
- [“Copying a Course”](#)
- [“Collaborating with Other Teachers”](#)
- [“Tying Courses to GradeBook Classes”](#)
- [“Untying Courses from GradeBook Classes”](#)
- [“Deleting a Course”](#)
- [“Restoring a Course”](#)
- [“Importing a Course from Your Machine”](#)
- [“Exporting a Course”](#)
- [“Uploading Student Resources to a Course”](#)
- [“Organizing Course Content”](#)

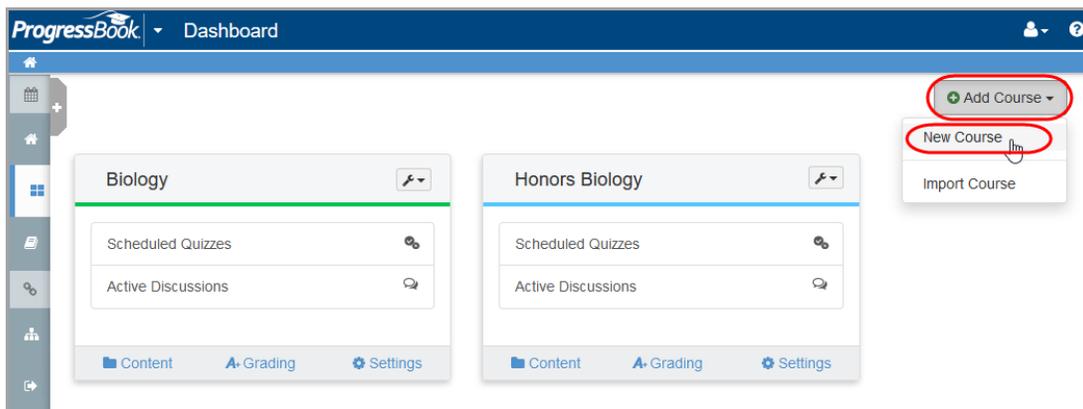
---

## Adding a Course

Before you can begin assigning activities to students, you need to create courses.

1. Begin the procedure in one of two ways:

- On the **Dashboard**, click  at the top right of the screen, and then click **New Course**.



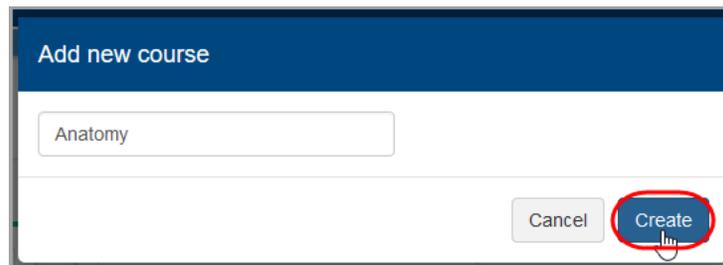
**Note:** If this is your first time on the **Dashboard** and you have not created any other courses, the **Let's get started!** pane displays, from which you can also click **Add Course** to start this procedure.

- On the **Personal** screen of the **ProgressBook Library**, click **New**.



The **Add new course** window displays.

2. Enter the desired name for your new course.
3. Click **Create**.



The **Course Settings** screen for the new course displays.

4. Optional: Indicate other settings for the course:
  - a. Enter a description of the course in the **Description** field.
  - b. If you do not want this course to display on the **Dashboard**, by **Options**, select the **Hide on dashboard** check box.

**Note:** To un-hide a course, in the **Personal** section of the **ProgressBook Library**, in the **Hidden** grid, select the check box in the row of the course you want to un-hide, then click **Add to Dashboard**.

- c. Select a color for the line that displays underneath the course's title on the **Dashboard**.
- d. Click **Update**.

When you return to the **Dashboard** screen, the new course you created displays. If you chose to hide it, the course displays on the **Personal** screen of the **ProgressBook Library** in the **Hidden** grid.

The screenshot shows the 'Course Settings' form. The 'Name' field contains 'Anatomy'. The 'Description' field contains the text: 'Covers the basics of human anatomy and physiology including anatomical terminology, basic biochemistry, cells and tissues, and the integumentary, skeletal, muscular, nervous, endocrine, cardiovascular, lymphatic/immune, respiratory, digestive, urinary, and reproductive systems.' The 'Text mode' is set to 'Plain'. Under 'Options', the 'Hide on dashboard' checkbox is unchecked. The 'Selected Color' is red, and a row of color swatches is visible. The 'Update' button at the bottom is circled in red.

**Note:** Once you have more than one course on your **Dashboard**, you can reorder the courses by clicking on their headers and dragging them to another place on the screen.

**Note:** If you want to import a course from the **ProgressBook Library**, see [“Importing Content.”](#)

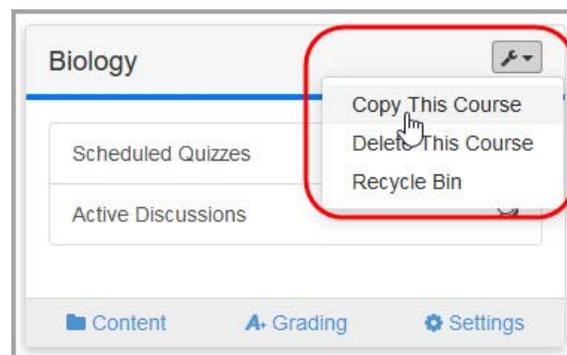
## Copying a Course

You can make a duplicate copy of a course:

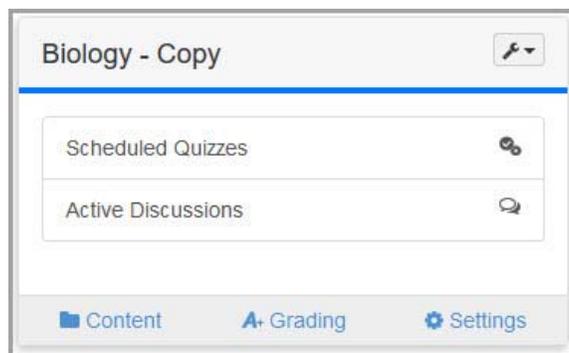
- [“From the Dashboard”](#)
- [“From the Personal Library”](#)

### From the Dashboard

1. On the **Dashboard**, on the course you want to copy, click .
2. On the menu that displays, click **Copy This Course**.

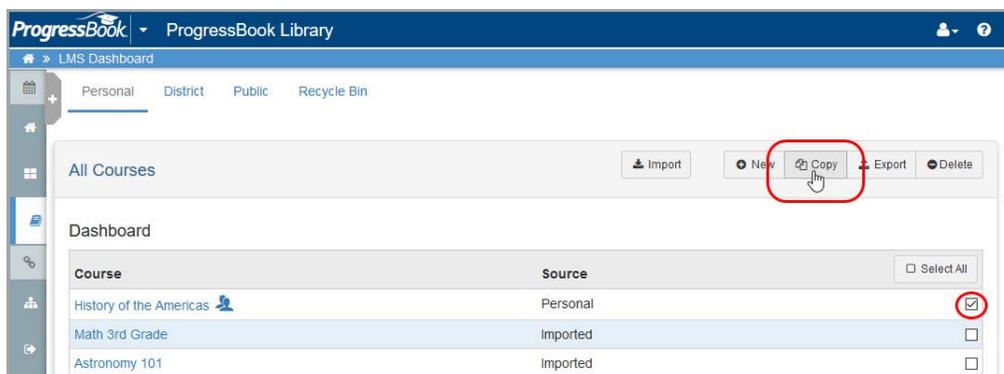


The copied course displays on the **Dashboard** with “- Copy” appended to it.

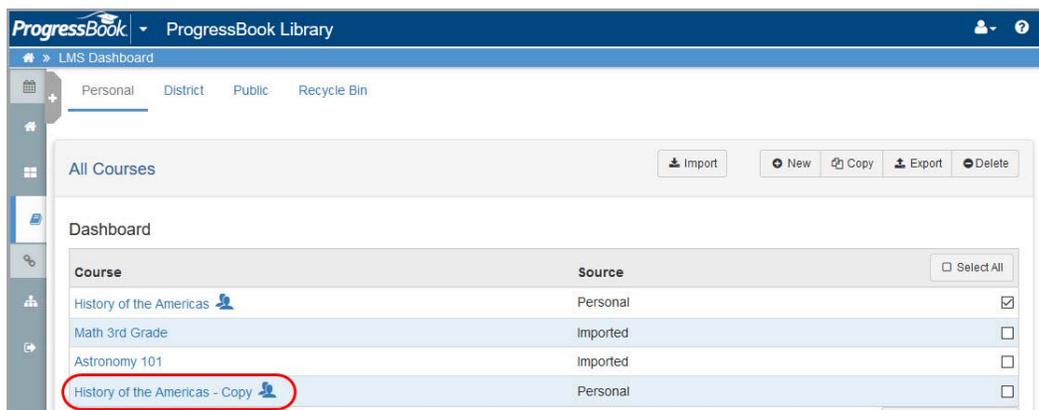


## From the Personal Library

1. On the **Personal** screen of the **ProgressBook Library**, select the check box in the row of the course you want to copy.
2. Click **Copy**.



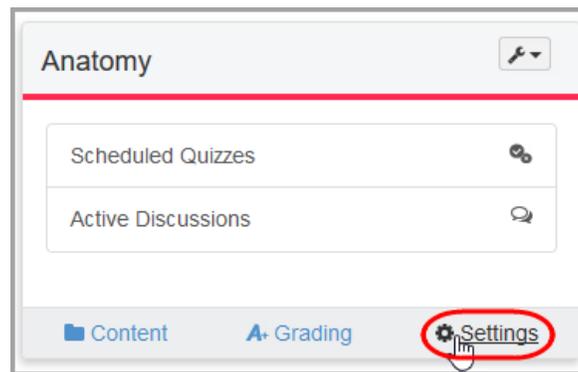
The copied course displays in the **Dashboard** grid with “- Copy” appended to the title.



## Collaborating with Other Teachers

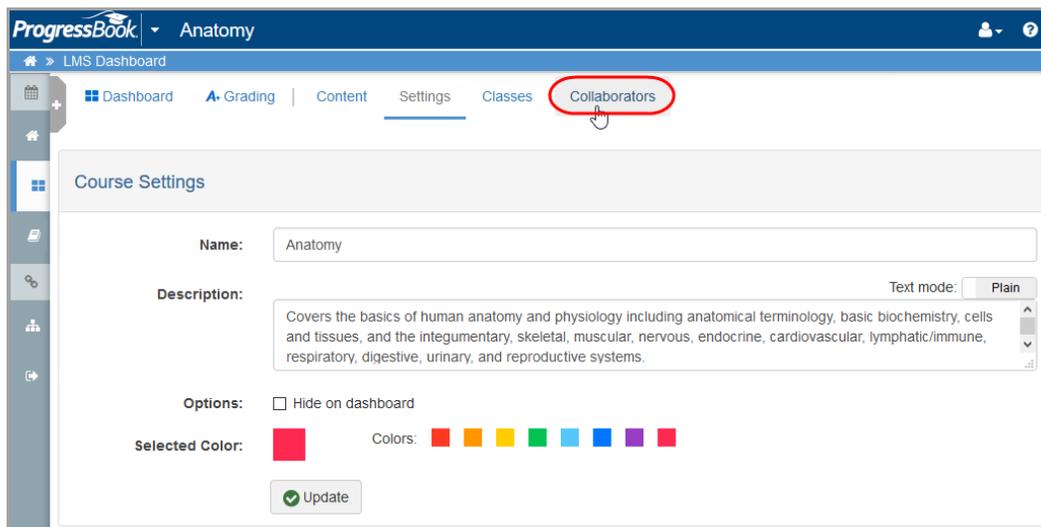
You can work together with other teachers (as well as principals and curriculum directors) to create and share courses. For example, you may want to write the content for one section while other staff members write other sections. Only the **Owner** of a course can add collaborators.

1. On the **Dashboard**, click **Settings** on the course in which you want to collaborate.

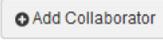


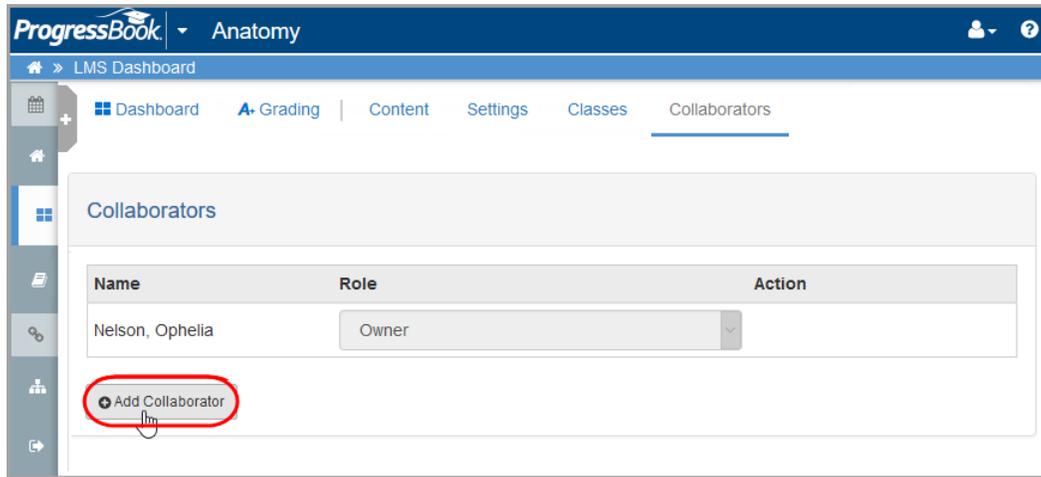
The **Course Settings** screen displays.

2. At the top of the screen, click **Collaborators**.



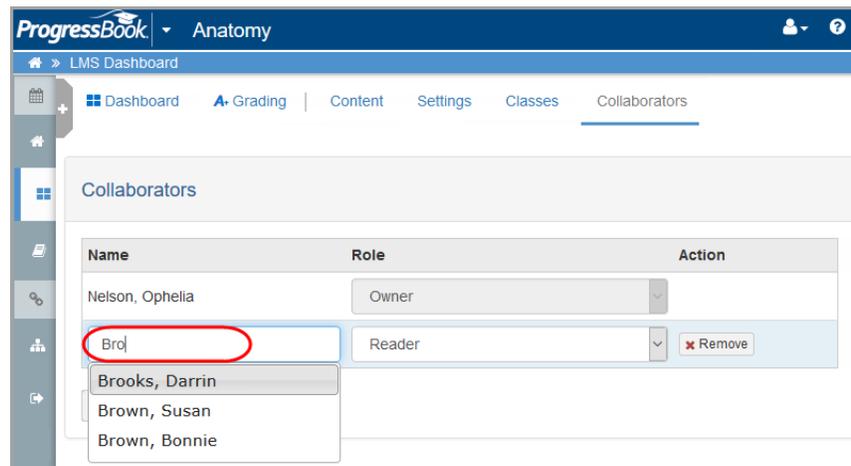
The **Collaborators** screen displays with your name next to a drop-down list with **Owner** listed as your **Role**.

3. Click .



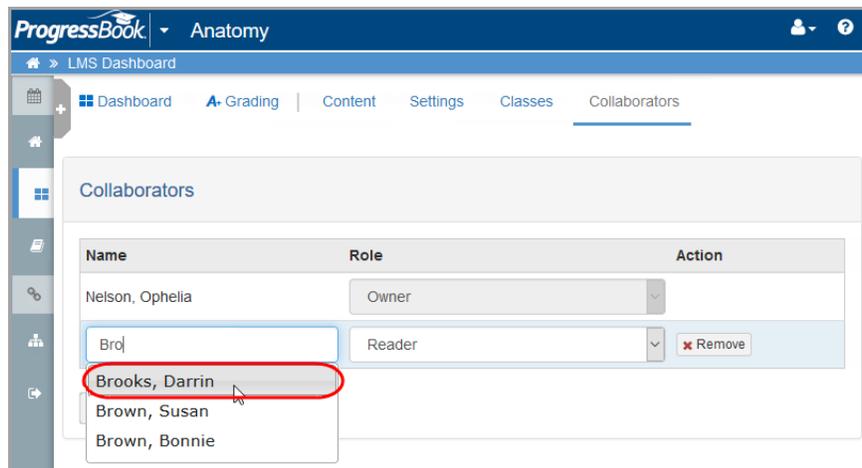
In the **Name** column, a new text box displays.

4. In the text box, type at least the first three letters of the first or last name of the person you want to add.



A listing of potential matches displays beneath the field.

5. Select the desired name from the list.



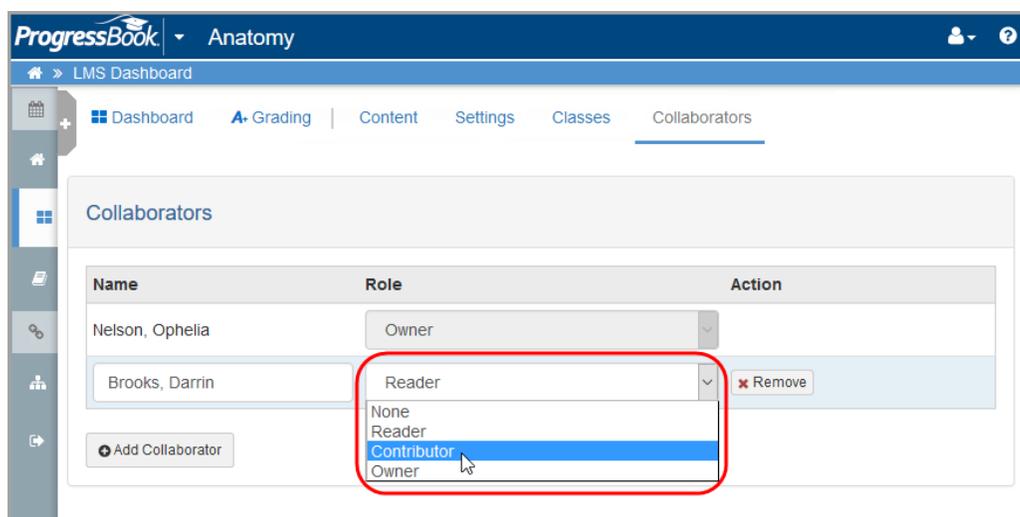
6. In the **Role** column, select one of the following roles for the collaborator:

- **Reader** – Can tie course to GradeBook classes and assign activities (default)
- **Contributor** – Full access to editing content; cannot rename or delete course
- **Owner** – Full access to editing content, adjusting settings, and renaming or deleting a course (there must be at least one owner on a collaborated course)

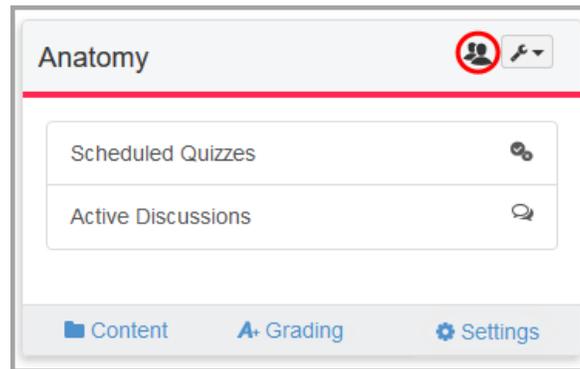
**Note:** For more detailed permissions by role, see [“Permissible Tasks by Role.”](#)

**Note:** The information on this screen saves automatically.

**Note:** As the owner, you can change a user’s role at any time by returning to this screen and selecting a new role in the **Role** column for a collaborator.



On your **Dashboard**,  displays next to the name of the course in collaboration. This symbol also displays for the other collaborators.



- Optional: After all authors have added their content (or at any time if you wish to stop collaborating), you can end the collaboration entirely or remove only some collaborators by clicking **Remove** in the **Action** column for the collaborator(s) you want to remove.



Ending a collaboration results in collaborators being unable to edit or read content that displays in the course you own, as they can no longer access the course from their **Dashboard** screens. If you want a collaborator to be able to assign activities from the course but not edit its contents, you must assign the collaborator the **Reader** role.

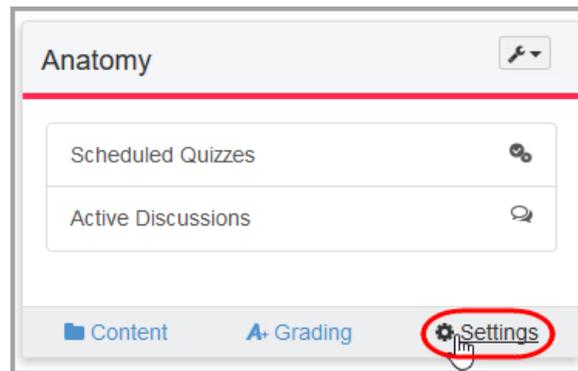
### Permissible Tasks by Role

	Owner	Contributor	Reader
Edit Course Name/Description	x		
Edit Course Color	x	x	x
Delete Course	x		
Hide/Reorder Course	x	x	x
Copy Course	x		
Create Folders, Activities, and Resources	x	x	
Edit Name, Instructions, and Paging Options for Quizzes	x	x	
Add, Edit, Delete, and Reorder Quiz Questions	x	x	
Edit Discussion Name, Instructions, and Settings	x	x	
Assign activities	x	x	x
Rename Folders and Resources	x	x	
Edit resource publish status and dates	x	x	
Copy Activity Within Course	x	x	
Import Content into Other Courses	x		
Delete Content	x	x	
Move Content	x	x	

## Tying Courses to GradeBook Classes

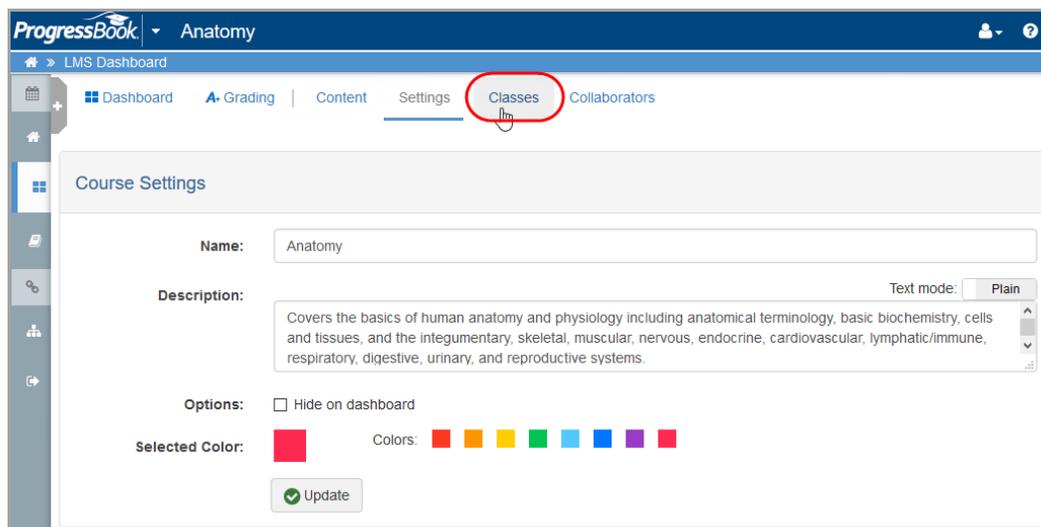
In order for you to assign activities to students, you need to tie your courses to GradeBook classes.

1. On the **Dashboard**, on the course you want to tie to classes, click **Settings**.



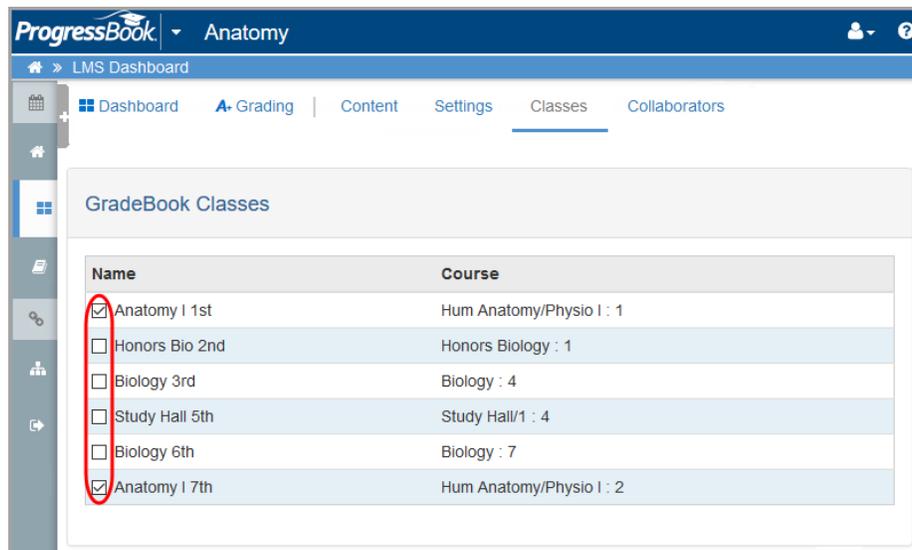
The **Settings** screen displays.

2. Click **Classes**.



The **GradeBook Classes** list displays a list of classes you can tie to the course.

3. Select the check box next to one or more of the classes you want to tie to the course.



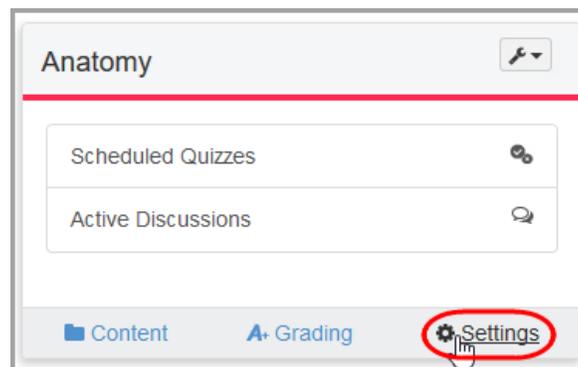
**Note:** When you select check boxes on this screen, the information saves automatically.

The course is now tied to the designated class(es) in GradeBook so that you can tie assignments to the activities you create.

## Untying Courses from GradeBook Classes

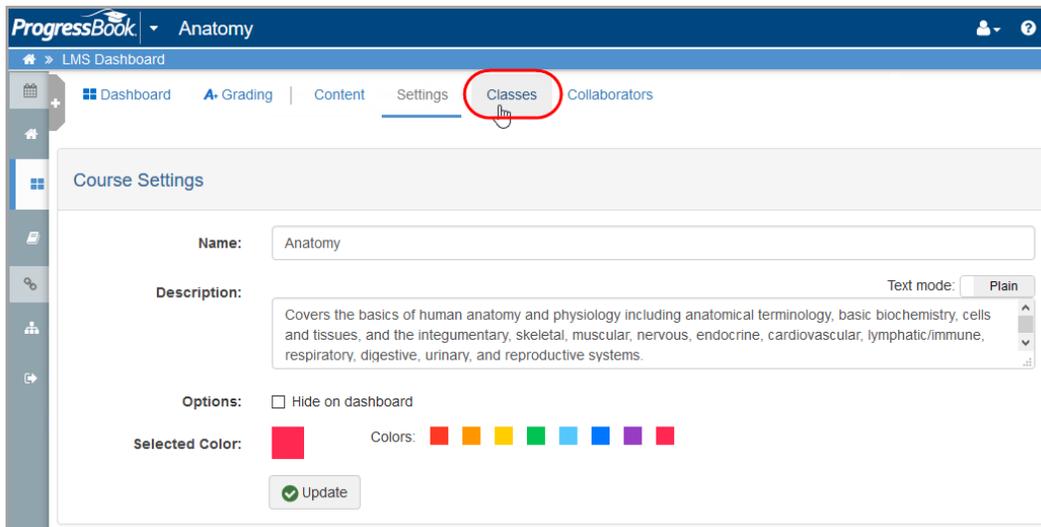
Once you have tied courses to GradeBook classes, you can also untie them if they no longer need to be linked.

1. On the **Dashboard**, on the course you want to untie from classes, click **Settings**.



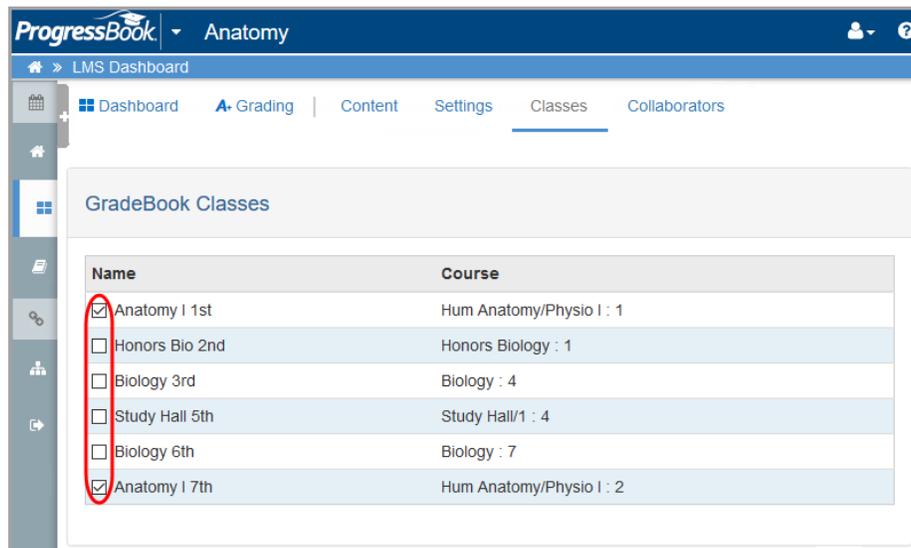
The **Settings** screen displays.

2. Click **Classes**.



The **GradeBook Classes** list displays a list of GradeBook classes, including the ones you have already tied to the course, which display with a check mark.

3. De-select the check box next to one or more of the classes you want to untie from the course.



**Note:** When you de-select check boxes on this screen, the information saves automatically.

The course is no longer tied to the designated class(es) in GradeBook. You can no longer assign activities from this course to those classes.

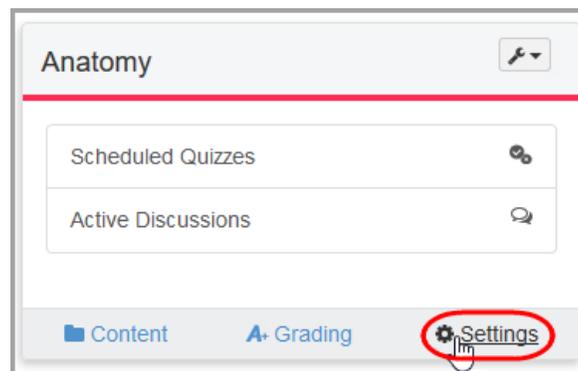
## Deleting a Course

If you no longer need a particular course, you can delete it from your **Dashboard** to send it to the **Recycle Bin** screen (accessed from the **ProgressBook Library**), or you can delete it permanently. Refer to the topics below:

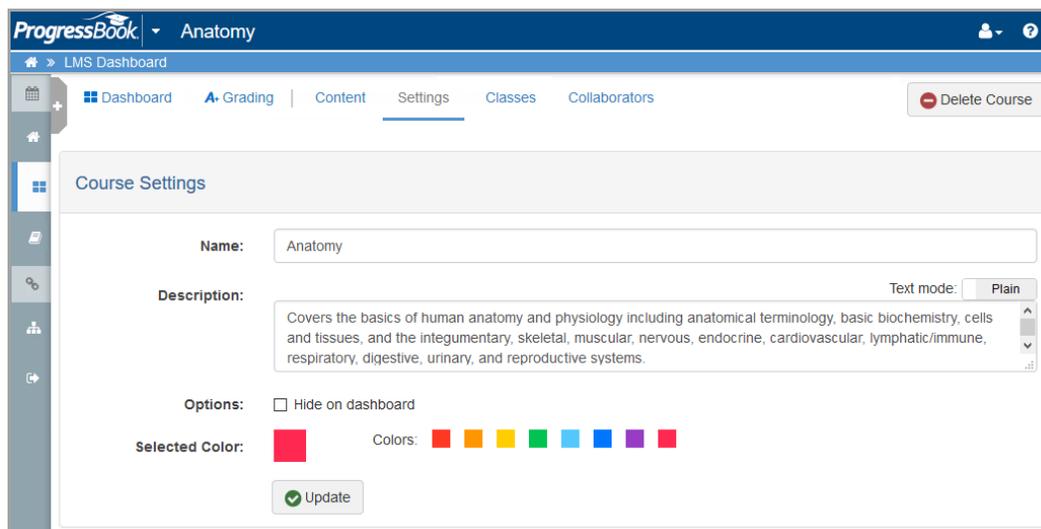
- [“Delete a Recoverable Course”](#)
- [“Permanently Delete a Course”](#)

### Delete a Recoverable Course

1. On the **Dashboard**, on the course you want to delete, click **Settings**.



The **Settings** screen displays.



2. At the top right of the screen, click **Delete Course**.

The **Dashboard** screen displays without the course you deleted.

**Note:** If you delete a course from your **Dashboard** that you want to use again, you can restore it. See [“Restoring a Course.”](#)

## Permanently Delete a Course

You can permanently delete a course so that you cannot recover it.



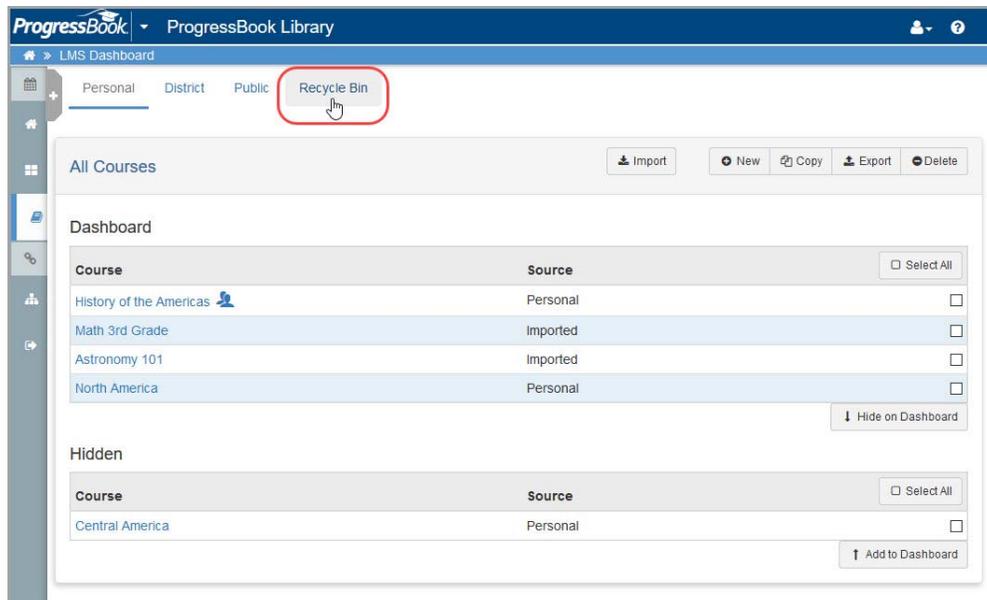
**Caution:** If you permanently delete a course, you **cannot** restore it. If you think you may need a course at a later time, consider hiding the course from your **Dashboard**.

1. Follow the steps in [“Delete a Recoverable Course.”](#)
2. In the side navigation menu, click  (**Library**).
3. At the top of the screen, click **Recycle Bin**.
4. In the row of the course you want to delete *permanently*, select the check box.
5. Above the grid, click **Delete**.

## Restoring a Course

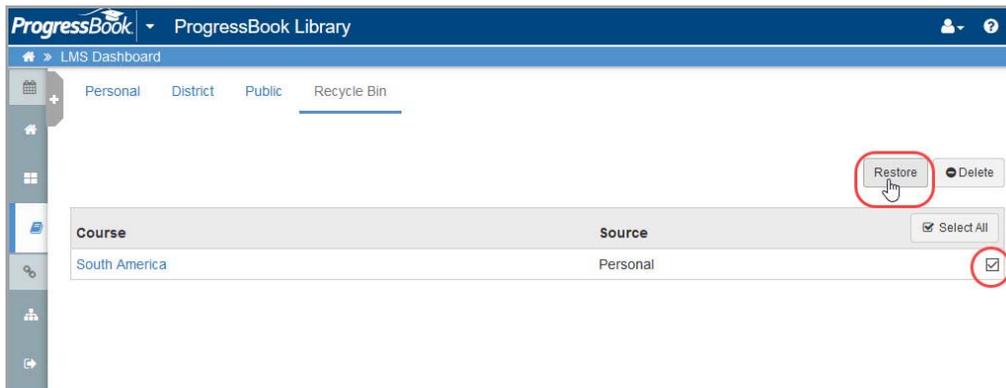
If you deleted a (recoverable) course by mistake, you can recover it from the **Recycle Bin** accessed from the **Personal** screen of the **ProgressBook Library**.

1. In the side navigation menu, click  (**Library**).  
The **Personal** screen displays.
2. At the top of the screen, click **Recycle Bin**.



The **Recycle Bin** screen displays.

3. In the row of the course you want to restore, select the check box.
4. Above the grid, click **Restore**.



**Note:** You can also click on the name of a deleted course on this screen to go to its **Settings** screen and click **Restore Course**.

If you return to the **Dashboard**, the course you restored now displays with your other active courses.

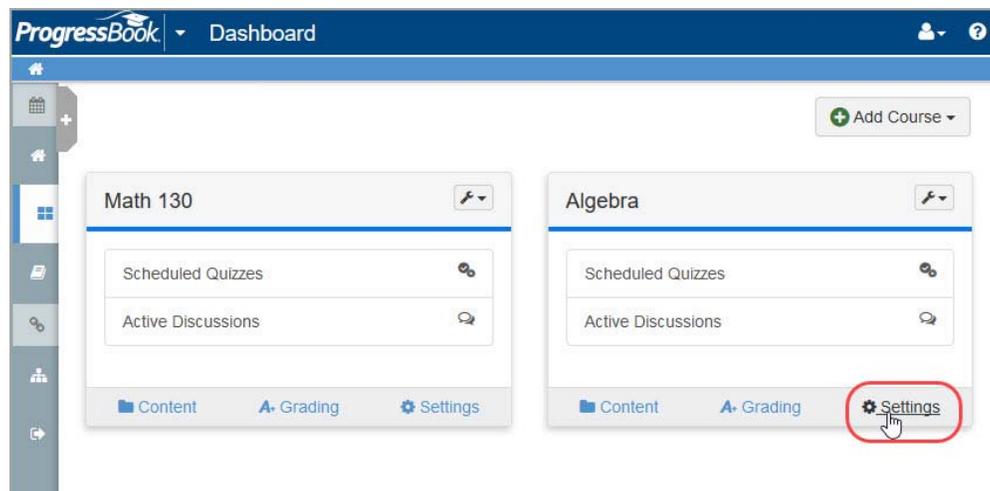
## Exporting a Course

If you are an owner of a course, you can export and save it in the ProgressBook QTI format with a .zip extension.

- [“From the Dashboard”](#)
- [“From the Personal Library”](#)

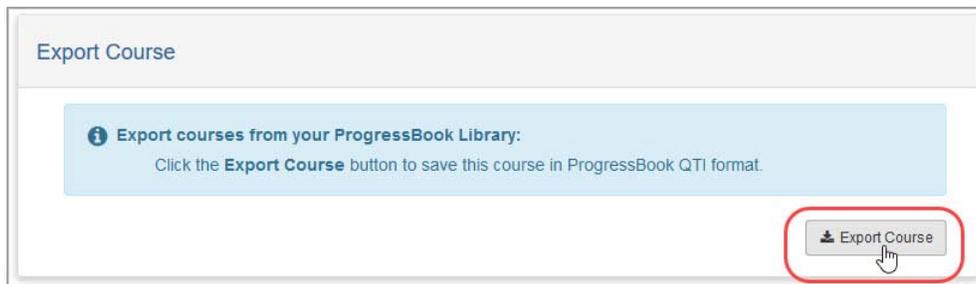
### From the Dashboard

1. On the **Dashboard**, on the course you want to export, click **Settings**.



The **Settings** screen displays.

2. In the **Export Course** section, click **Export Course**.



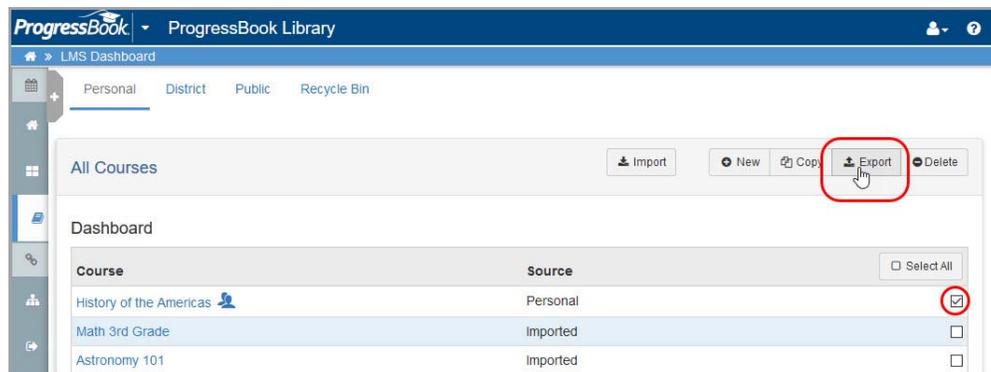
3. On the window that displays in your browser, indicate that you want to save the file.
4. Click **Save**.

You now have a copy of your course saved to your local machine.

**Note:** If you did not save the file to a custom location, you may find it in your Download folder.

## From the Personal Library

1. On the **Personal** screen of the **ProgressBook Library**, select the check box in the row of the course you want to export.
2. Click **Export**.



3. On the window that displays in your browser, indicate that you want to save the file.
4. Click **Save**.

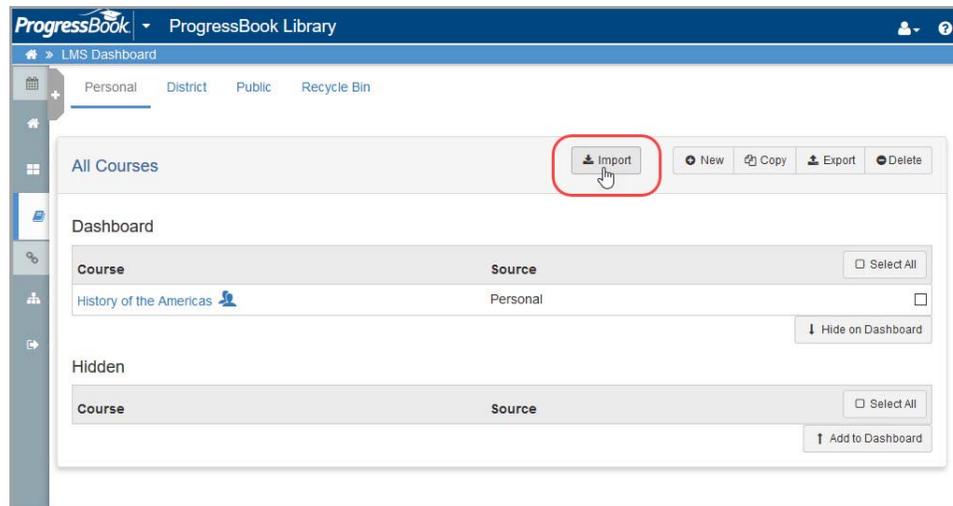
You now have a copy of your course saved to your local machine.

**Note:** If you did not save the file to a custom location, you may find it in your Download folder.

## Importing a Course from Your Machine

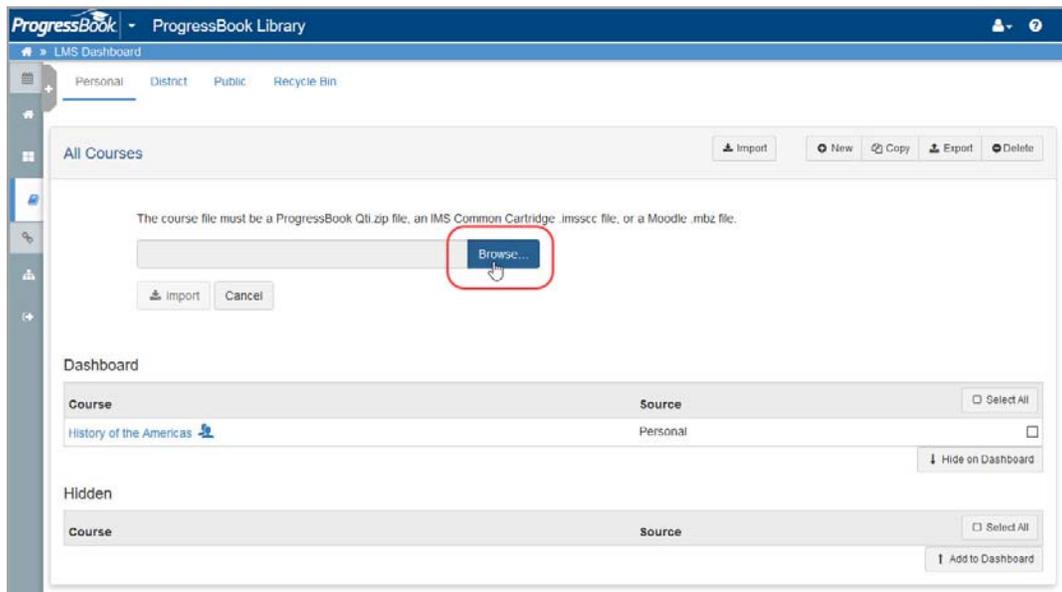
You can import a ProgressBook QTI course with a .zip extension, an IMS Common Cartridge course with a .imsc file, or a Moodle course with a .mbz file. These types of courses may have been exported from another LMS (Learning Management Software).

1. In the side navigation menu, click **Library**.
2. In the top right of the header of the grid, click **Import**.



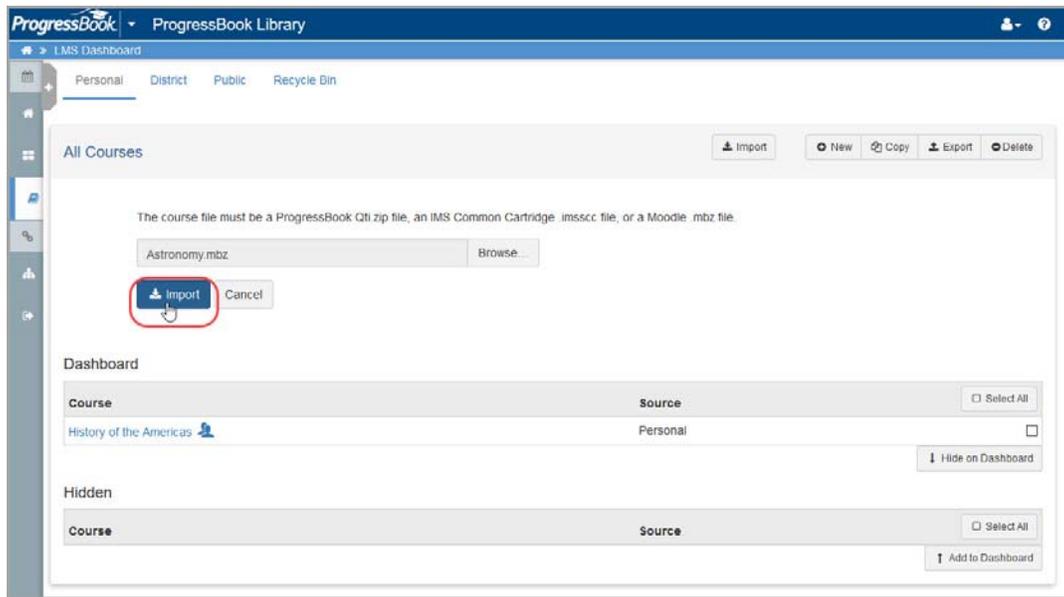
A new section displays.

3. In the newly displayed section, click **Browse**.



4. In the file browser that opens, locate and open the file you want to upload.

5. Click **Import**.



The course may take a few moments to import. If there are no issues with importing the course, it immediately displays on your **Dashboard**.

If there are any issues with importing the course, an import overview screen displays. Based on the feedback on this screen, determine whether you want to **View Course** or **Discard** the course.

If many portions of the course failed to import, you may want to **Discard** the course, correct the issues, and then attempt importing the course again.

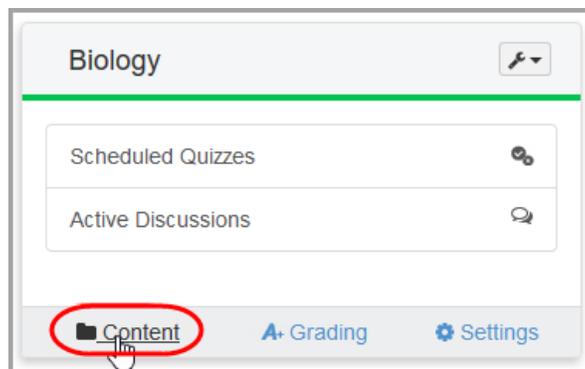
6. (Conditional): Click **View Course** if you decide that you want to import the course without the unsuccessfully imported content.



The course now displays on your **Dashboard** and contains all items that successfully imported.

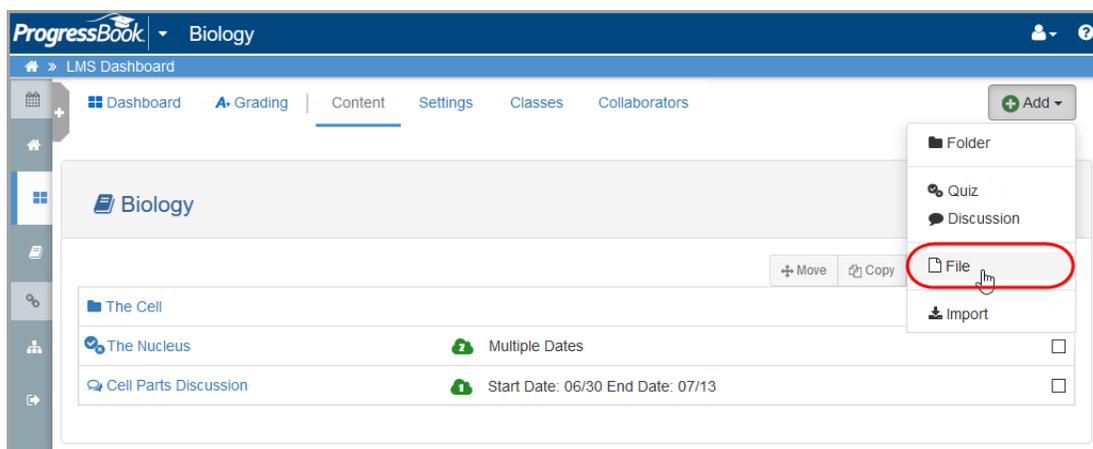
## Uploading Student Resources to a Course

1. On the **Dashboard**, on the course for which you want to add a resource, click **Content**.



The **Content** screen displays.

2. At the top right of the screen, click , and then click **File**.



A window allowing you to choose files displays.

3. On the left side panel, select  to upload files from your local machine or select  to upload a file from your Google Drive account.

a. If you chose :

- i. Click .
- ii. Navigate to and select the file you want to upload from your local machine.

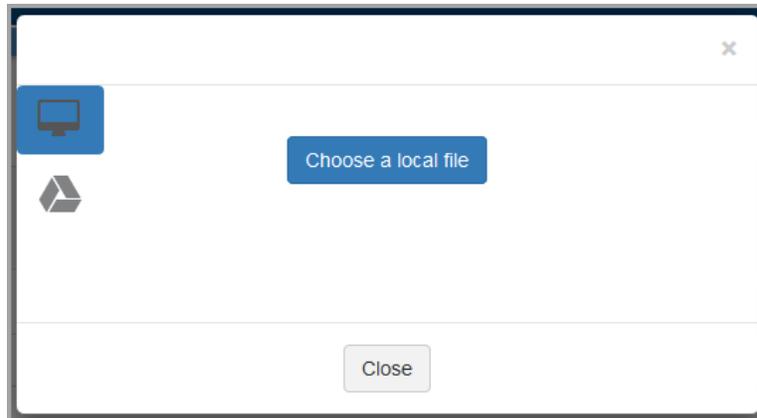
b. If you chose :

**Note:** Before uploading a file from Google Drive, you need to connect VirtualClassroom to your Google Drive account. See [“Uploading a File from Google Drive.”](#)

- i. Select a file from your Google Drive account.

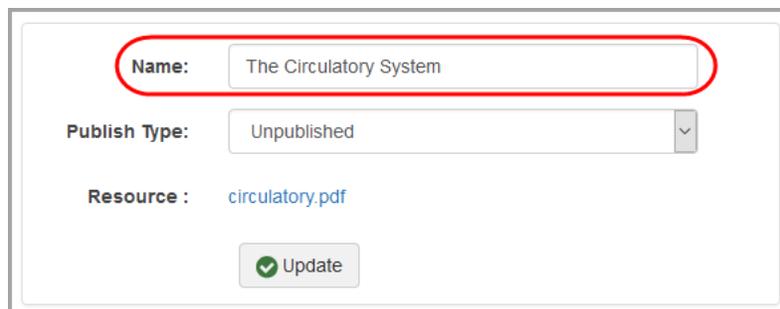
- To upload it as a live link, click **Link**.
- To upload it as a file students can download, click the drop-down arrow next to **Link** and select **Import**.

**Note:** If you delete a file, a message displays indicating that while your file has been deleted from the course, it has not been deleted from your Google Drive account. If a student still has a link to your document, they can continue viewing your file unless you edit the permissions in Google Drive.



The resource displays on the **Content** screen for the course.

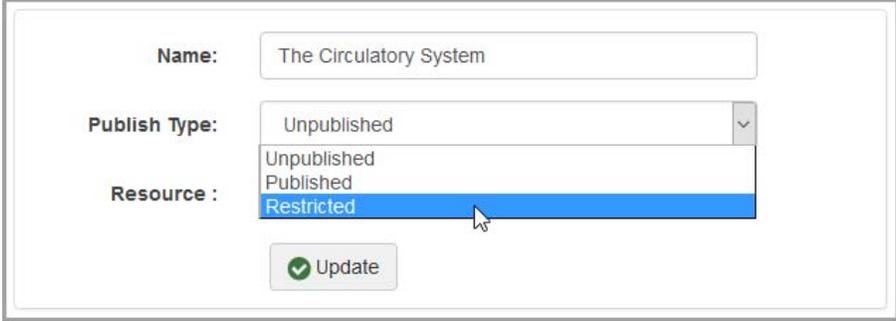
- Optional: To change the name of the file as it displays on the **Content** screen:
  - Click the name of the resource.
  - In the **Name** field, enter the desired name, and then click **Update**.



- Optional: To edit student viewing permissions for the resource:
  - Click the name of the resource in the list on the **Content** screen.
  - In the **Publish Type** drop-down list, select one of the following:
    -  **Unpublished** – students cannot view this resource
    -  **Published** – students can view this resource

- iii.  or  (combined with **Start Date** and **End Date**) **Restricted** – students can view this resource during the time frame you designate in the **Start Time** and **End Time** fields

**Note:** Resources are unpublished by default.



- c. Click **Update**.

## Organizing Course Content

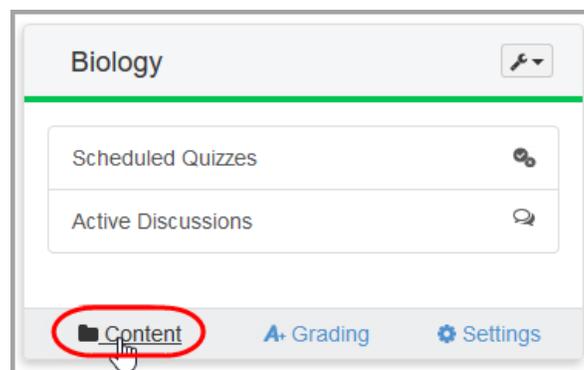
You can organize a course's content (activities, files, and folders) in several different ways.

- If you want to create folders in which to store content, see [“Creating Folders.”](#)
- If you want to move content to a folder you have created, see [“Moving Content to Folders.”](#)
- If you want to make a copy of an item, see [“Copying Content.”](#)
- If you want to restore a deleted item, see [“Recovering Deleted Content.”](#)

## Creating Folders

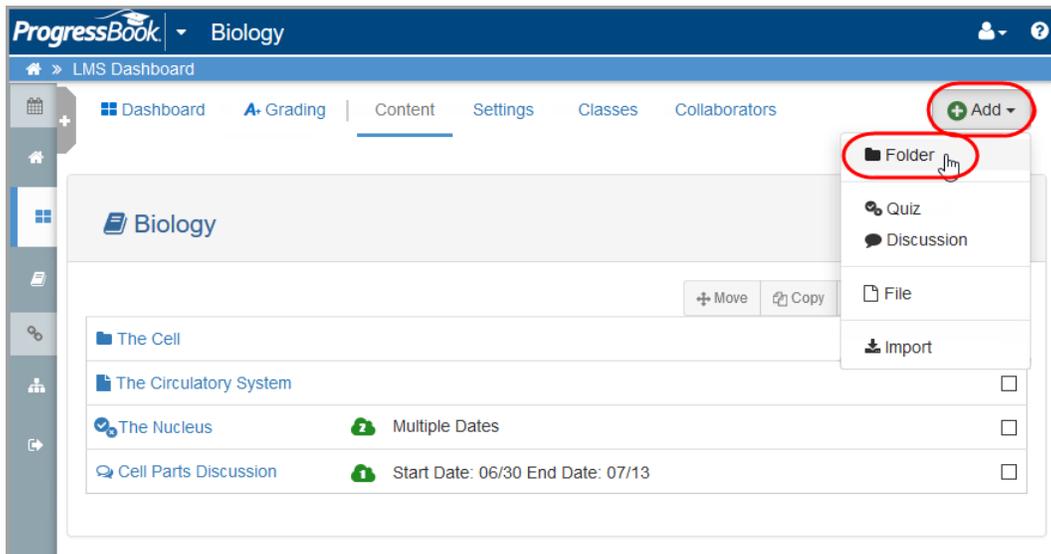
You can create folders within a course in order to organize your content.

1. On the **Dashboard**, on the course for which you want to add a folder, click **Content**.



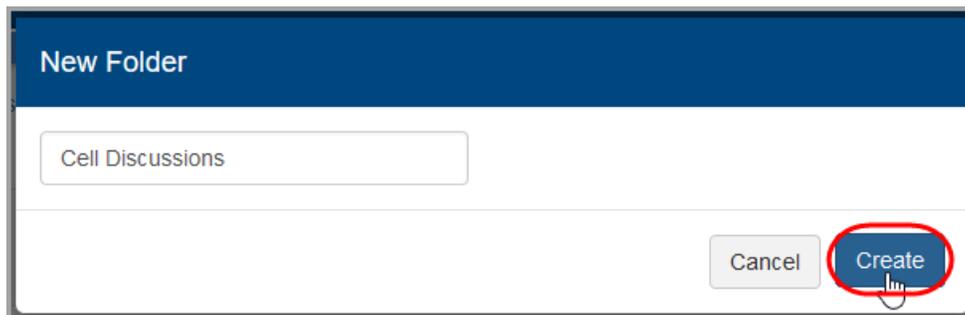
The **Content** screen for the course displays.

2. Click **+ Add**, and then select **Folder**.



The **New Folder** window displays.

3. Enter the desired name for the folder.
4. Click **Create**.

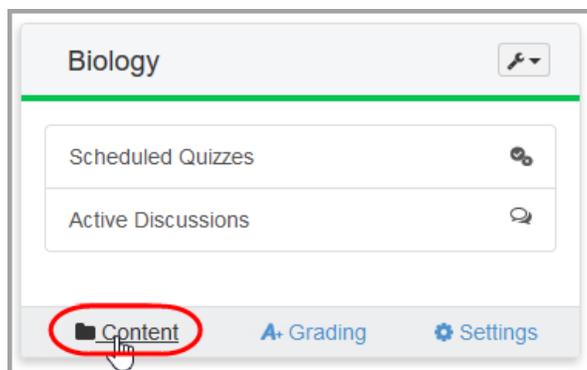


The new folder you created now displays on the **Content** screen for the course.

## Moving Content to Folders

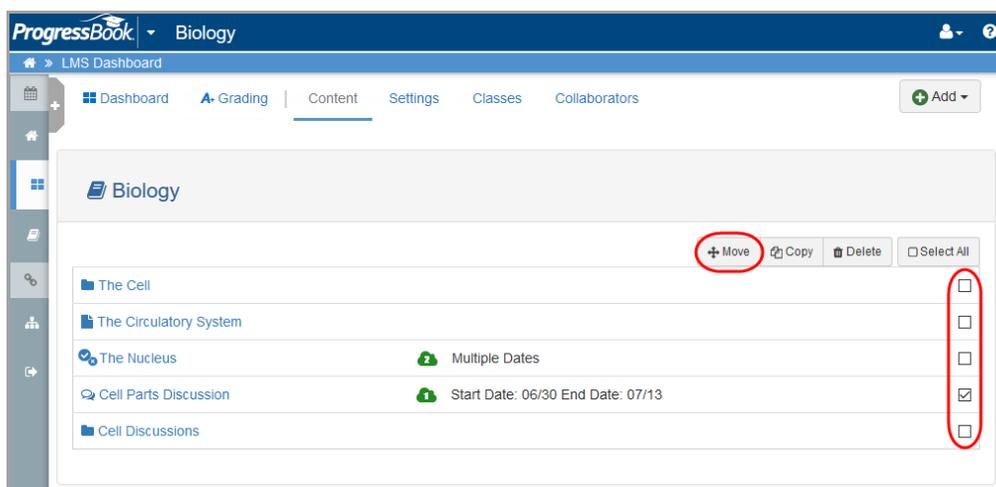
Once you have created at least one folder, you can move content to it.

1. On the **Dashboard**, on the course in which you want to move content to a folder, click **Content**.



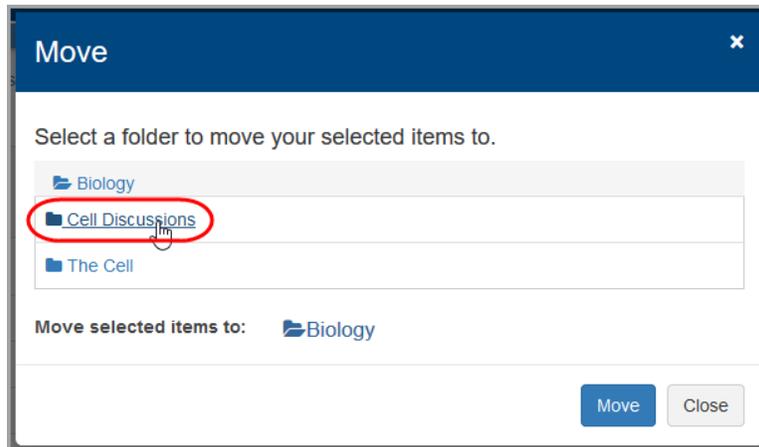
The **Content** screen for the course displays.

2. Select the check box(es) next to the item(s) you want to move to a folder.
3. Click  .



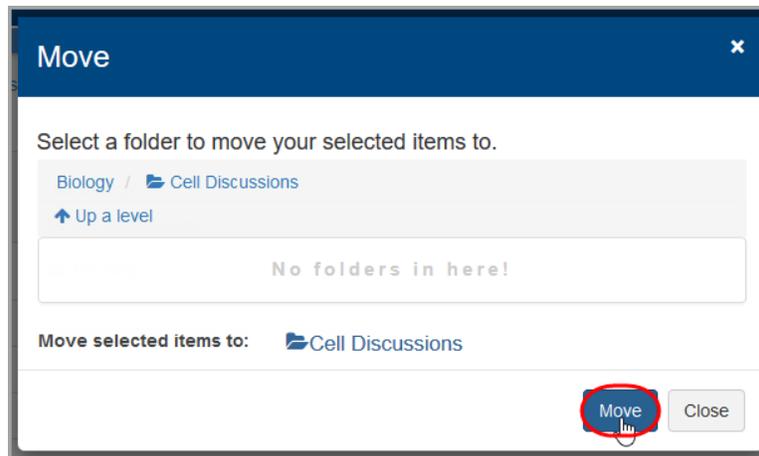
The **Move** window displays.

4. Click the name of the folder to where you want to move the item(s).



**Note:** If the desired folder does not appear on the **Move** window, you may need to click another folder to locate a subfolder, or you may need to click **Up a Folder** to locate other folders in the course.

5. Click **Move**.

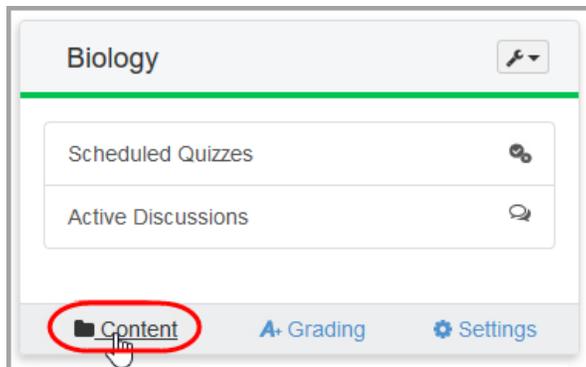


The content now displays in the folder to which you moved it.

## Copying Content

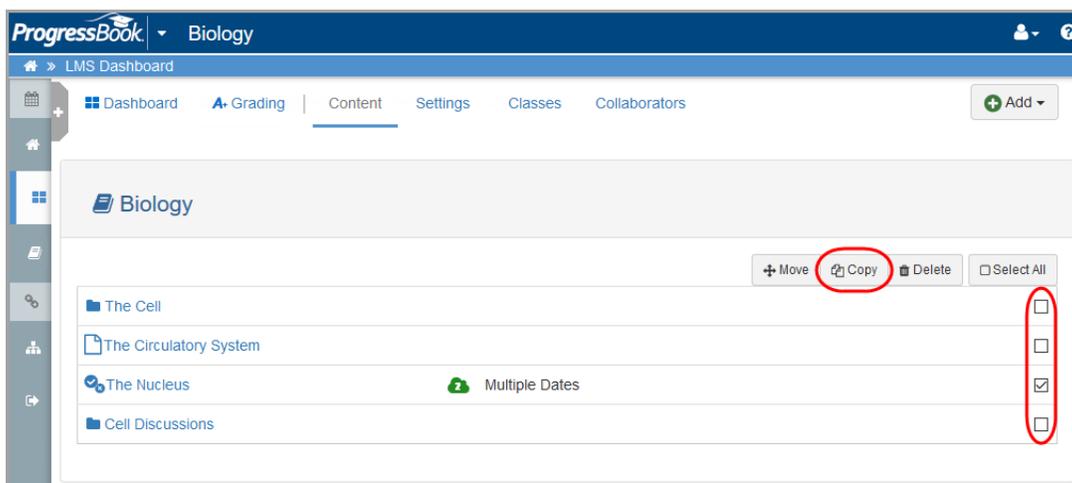
You can make a copy of an item so that you can work on it separately from the original item, or so you can move it to another folder.

1. On the **Dashboard**, on the course in which you want to copy content, click **Content**.

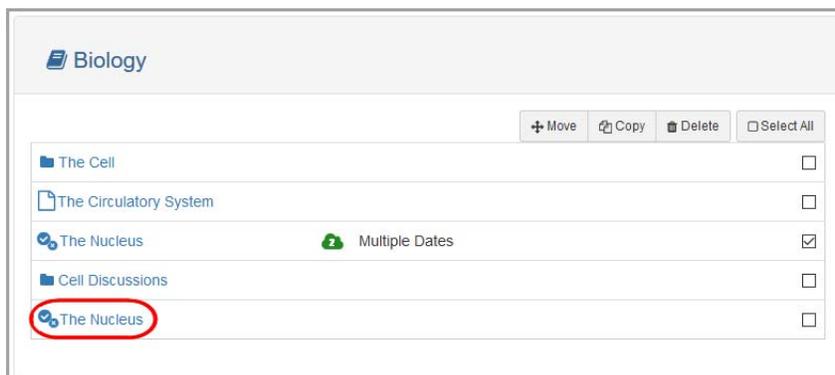


The **Content** screen for the course displays.

2. Select the check box(es) next to the item(s) you want to copy.
3. Click  Copy.



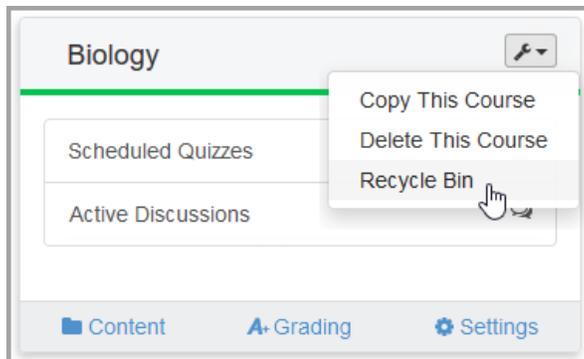
A new copy of the item displays on the **Content** screen for the course.



## Recovering Deleted Content

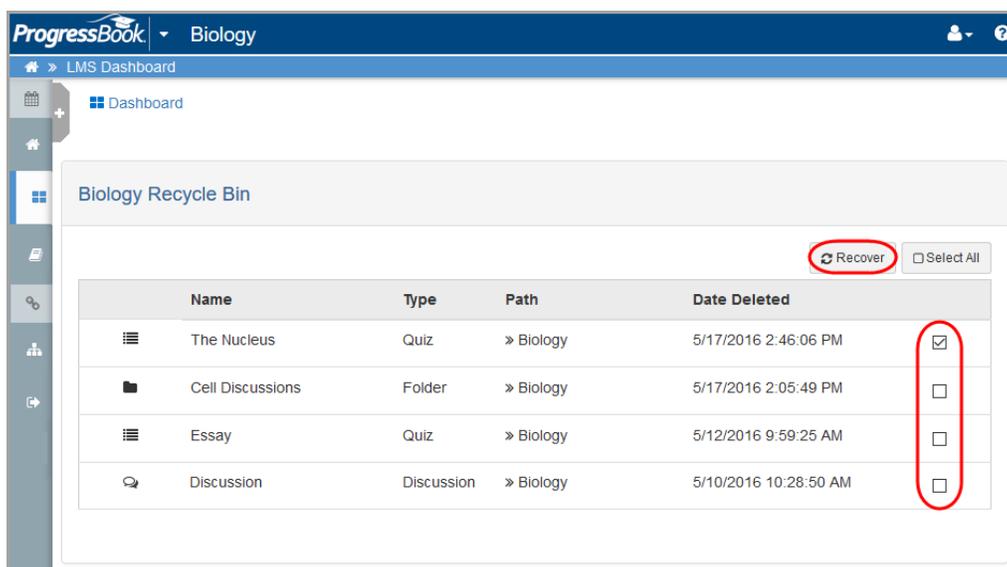
If you have deleted an activity, folder, or resource, you can restore it from a course's **Recycle Bin**.

1. On the **Dashboard**, on the course for which you want to recover content, click , then click **Recycle Bin**.



The **Recycle Bin** displays a list of items you have deleted and when.

2. Select the check box(es) in the row(s) of the item(s) you want to recover.
3. Click .



The content you recovered now displays on the **Content** screen for the course.

# Activities

VirtualClassroom lets you create activities for your students to complete online using ProgressBook. The activities you create can be homework, quizzes, or tests that students complete individually or discussions in which many students participate. You link these activities to assignments in GradeBook. Refer to the appropriate section as follows:

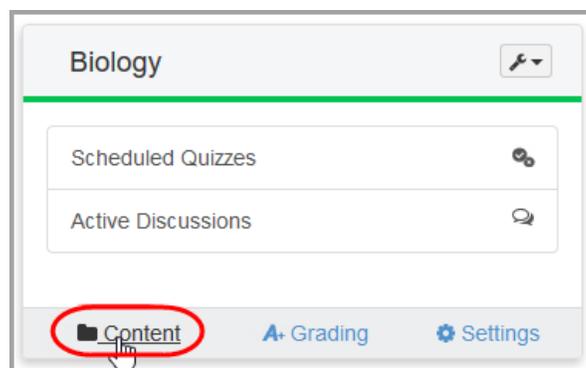
- [“Creating Quizzes”](#)
- [“Creating Discussions”](#)
- [“Adding Standards to Activities”](#)
- [“Adding Content to Quizzes”](#)
- [“Importing Questions to Quizzes”](#)
- [“Adding Discussion Guidelines”](#)
- [“Importing Activities”](#)
- [“Organizing Quizzes”](#)
- [“Editing Questions”](#)
- [“Deleting Questions”](#)
- [“Assigning Activities”](#)
- [“Viewing Class Progress on Activities”](#)
- [“Unassigning and Deleting Activities”](#)
- [“Moderating Discussions”](#)
- [“Reviewing Activity Results”](#)

---

## Creating Quizzes

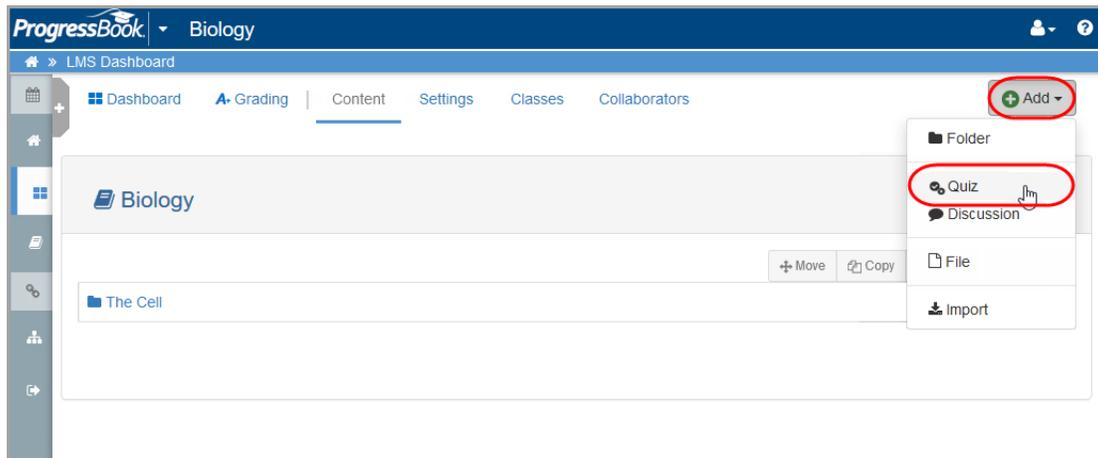
You can create and store all types of activities in your **Dashboard**. This topic outlines the steps for creating quiz type activities that students complete individually. Quizzes are any type of activity that contains questions. For information about creating discussion activities, see [“Creating Discussions.”](#) For information on managing the content in your **Dashboard**, see [“Courses.”](#)

1. On the **Dashboard** screen, click **Content** on the course for which you want to create the quiz.



The **Content** screen displays.

- Click **+ Add** on the top right of the screen, then click **Quiz**.

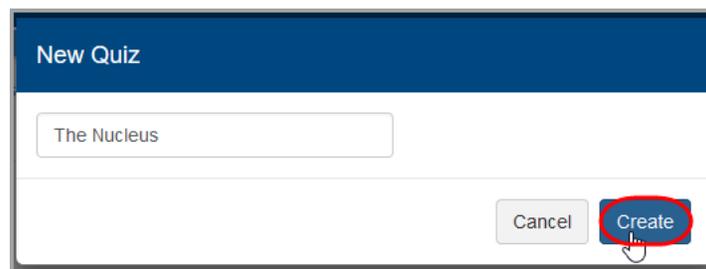


The **New Quiz** window opens.

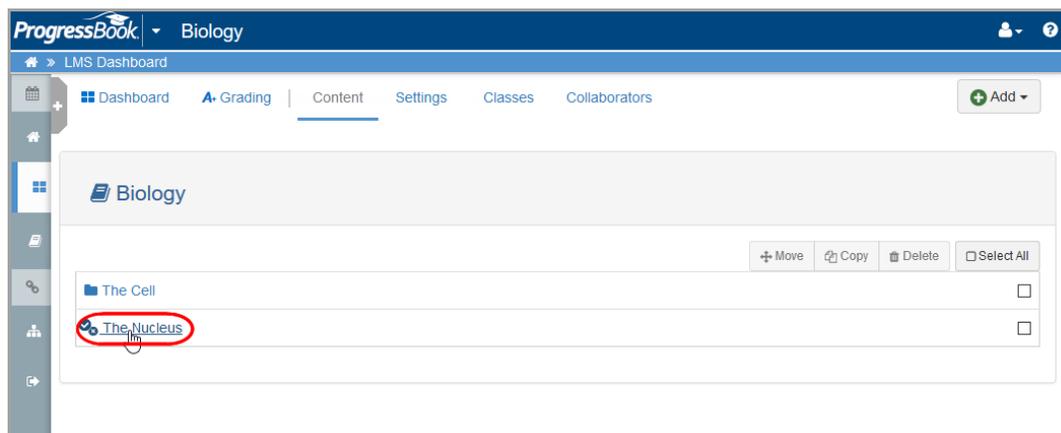
- Enter a **Name** for the quiz.

**Note:** If you want to change the name of the quiz or edit its instructions later on, on the **Dashboard**, click **Content** on the associated course. Then, click the name of the activity on the **Content** screen. You can then change the name on the **Details** screen. See [“Adding Instructions.”](#)

- Click **Create**.



The quiz now displays on the **Content** screen for the course.

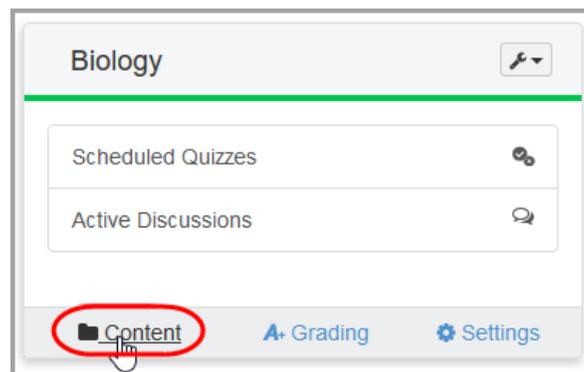


**Note:** Once you create the quiz, you can start adding content to it, such as instructions, questions, and reference material. See [“Adding Content to Quizzes.”](#)

## Creating Discussions

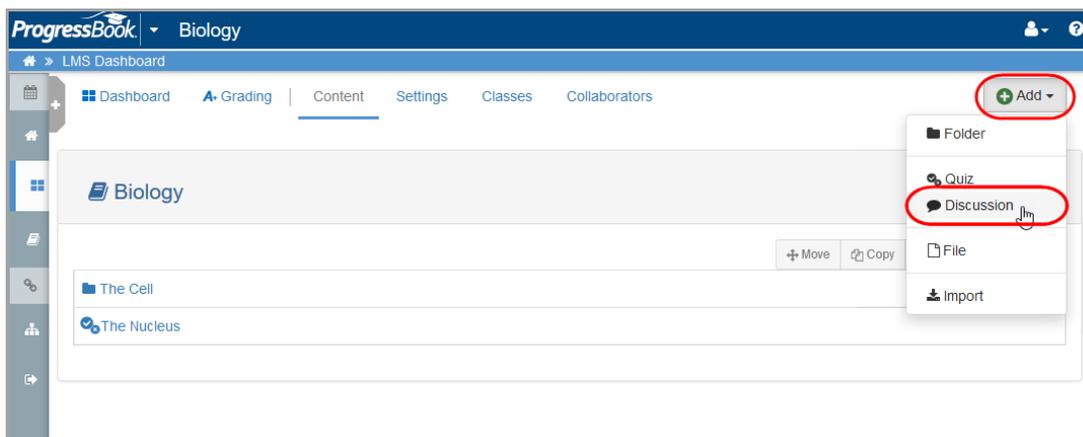
You can create and store all types of activities in your **Dashboard**. This topic outlines the steps for creating discussions. For information about creating quizzes, see [“Creating Quizzes.”](#) For information on managing the content in your **Dashboard**, see [“Courses.”](#)

1. On the **Dashboard** screen, click **Content** on the course for which you want to create the discussion.



The **Content** screen displays.

2. Click **+ Add** on the top right of the screen, then click **Discussion**.

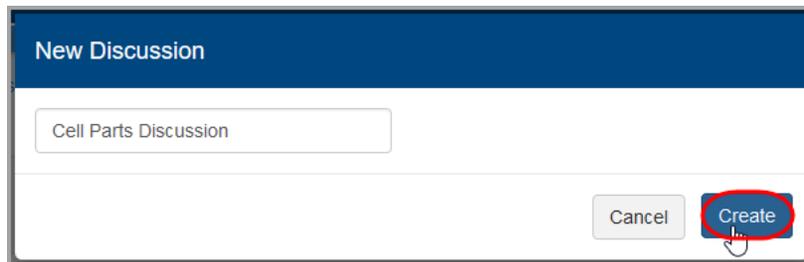


The **New Discussion** window opens.

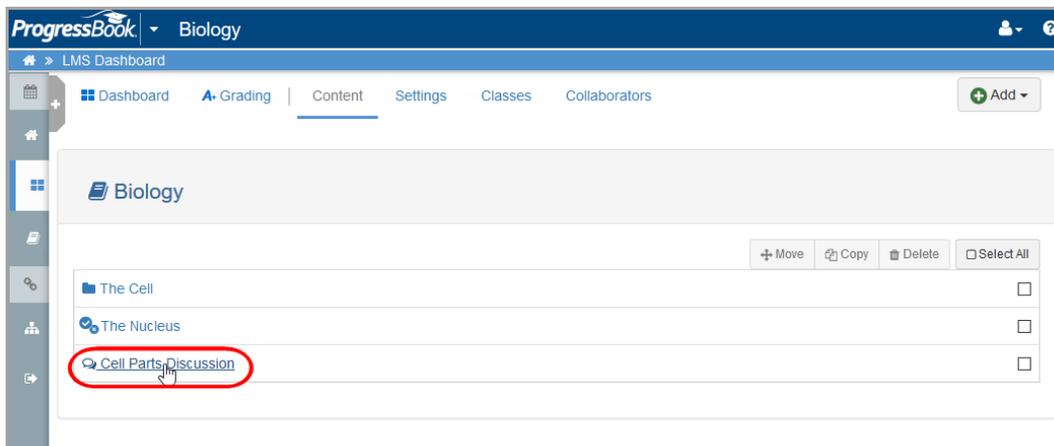
3. Enter a **Name** for the discussion.

**Note:** If you want to change the name of the discussion later on, on the **Dashboard**, click **Content** on the associated course. Then, click the name of the discussion on the **Content** screen. Then, click the name of the activity on the **Content** screen. You can then change the name on the **Details** screen. See [“Adding Discussion Guidelines.”](#)

4. On the **New Discussion** window, click **Create**.



The discussion now displays on the associated **Content** screen.



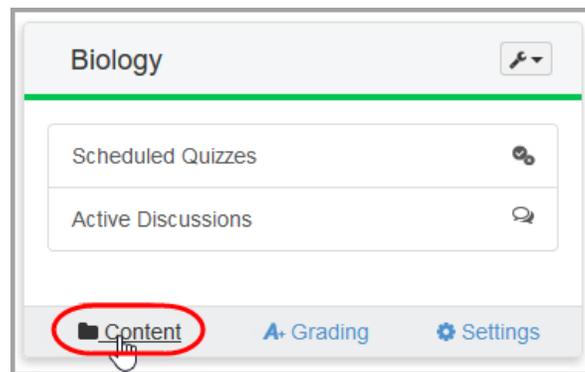
**Note:** Once you create the discussion, you can add a prompt with instructions, designate the required number of posts and replies, and assign point values. See [“Adding Discussion Guidelines.”](#)

## Adding Standards to Activities

After you create a VirtualClassroom activity, you can add standards to it.

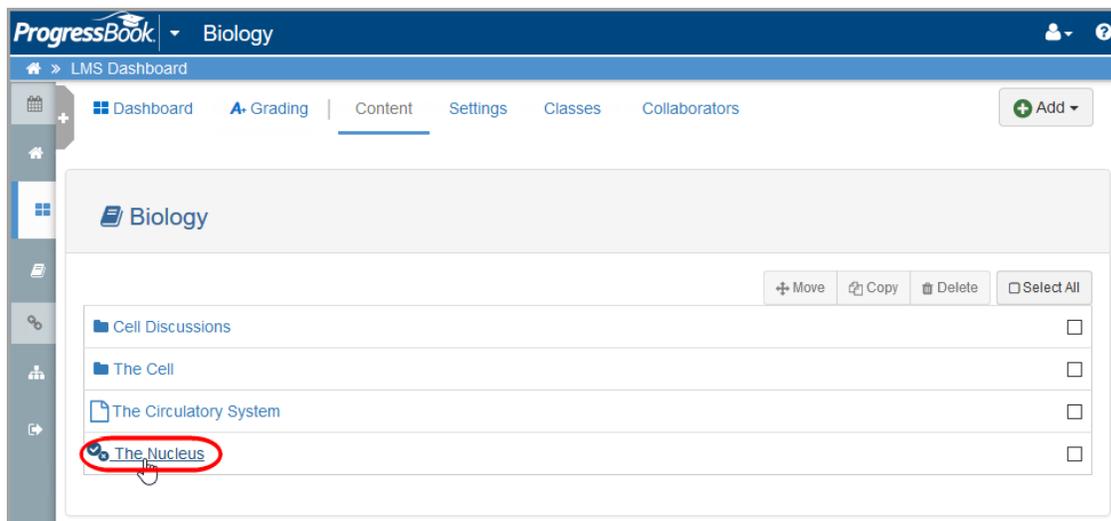
**Note:** You can also add standards for each question in an activity. While on a question's **Details** screen, click **Standards**; from there, you can select **Quiz Standards** or start a new **Standards Search**.

1. On the **Dashboard** screen, click **Content** on the course containing the activity to which you want to add standards.



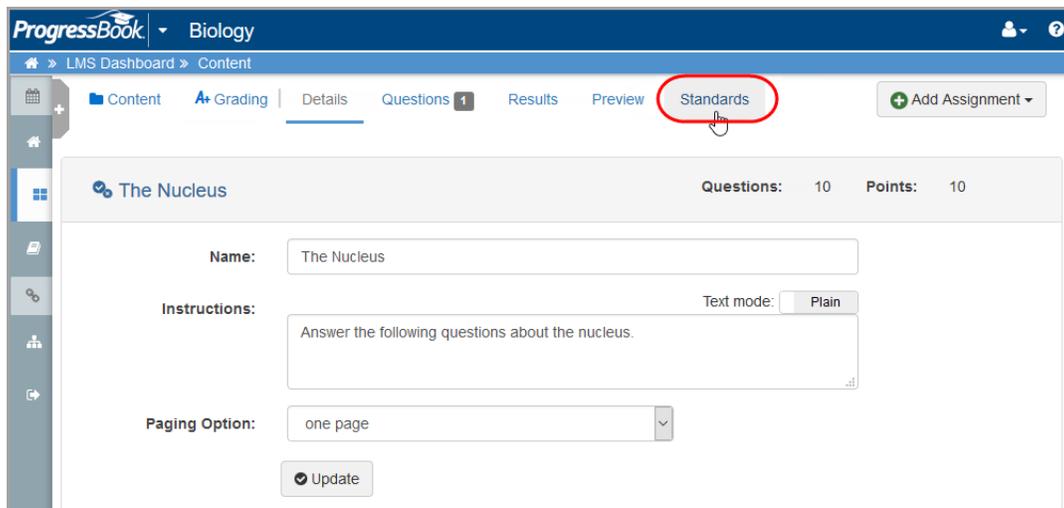
The **Content** screen for the course displays.

2. Click the name of the activity to which you want to add standards.



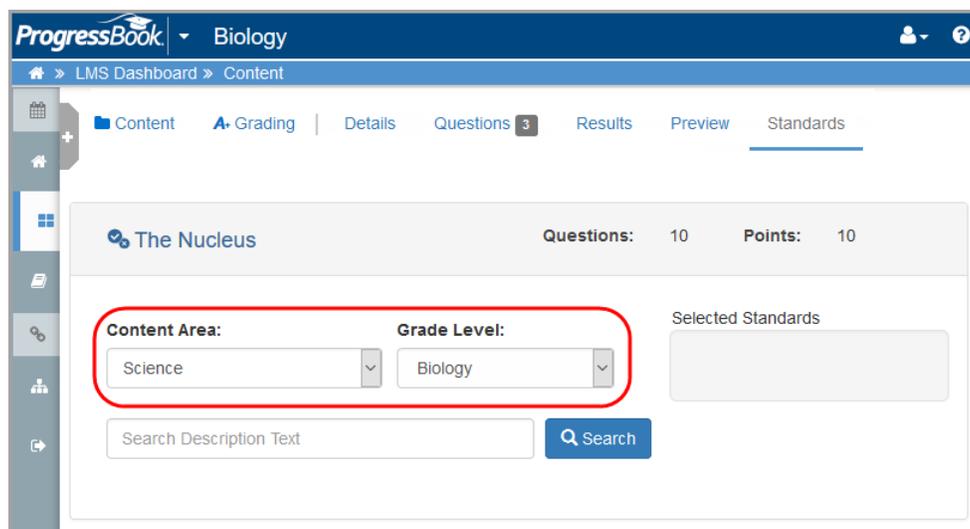
The **Details** screen for the activity displays.

3. At the top of the screen, click **Standards**.



The **Standards** screen for the activity displays.

4. Select the appropriate **Content Area** and **Grade Level** (or grade band) from the respective drop-down lists.



5. Optional: In the **Search Description Text** field, enter some text that appears in a standard you want to add.

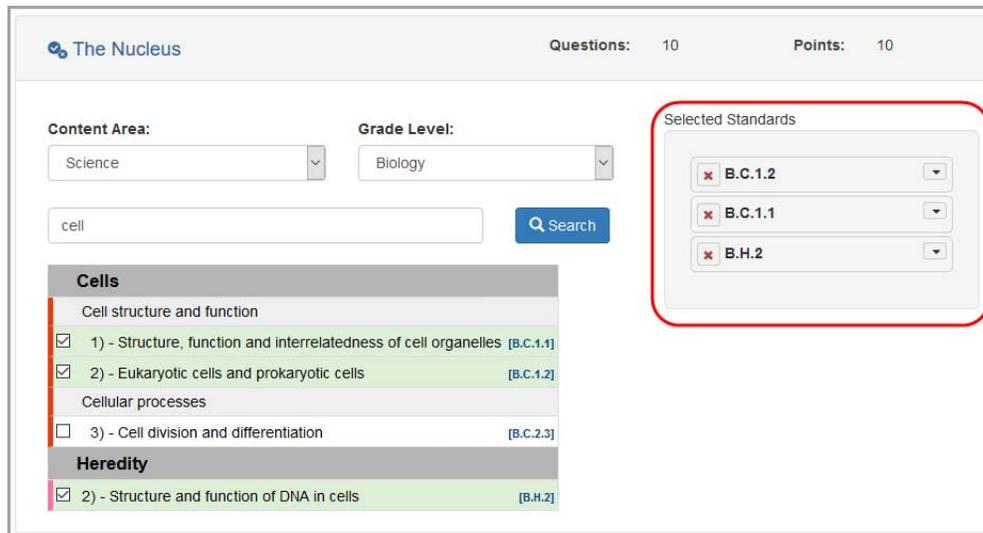
The screenshot shows the ProgressBook interface for a Biology activity titled "The Nucleus". The "Standards" tab is active. The "Content Area" is set to "Science" and the "Grade Level" is set to "Biology". The "Search Description Text" field contains the word "cell", which is circled in red. A "Search" button is located to the right of the search field.

6. Click .
- Standards related to your search display.
7. Select the check boxes next to the desired standards.

The screenshot shows the search results for the term "cell". The results are displayed in a list with checkboxes next to each item. The "Cells" section is highlighted with a red circle. The "Selected Standards" field is empty.

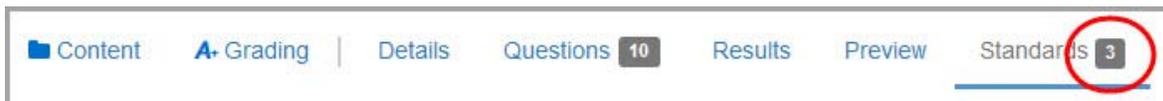
Content Area	Grade Level	Selected Standards
Science	Biology	
cell		
<b>Cells</b>		
Cell structure and function		
<input checked="" type="checkbox"/>	1) - Structure, function and interrelatedness of cell organelles	[B.C.1.1]
<input checked="" type="checkbox"/>	2) - Eukaryotic cells and prokaryotic cells	[B.C.1.2]
Cellular processes		
<input type="checkbox"/>	3) - Cell division and differentiation	[B.C.2.3]
<b>Heredity</b>		
<input checked="" type="checkbox"/>	2) - Structure and function of DNA in cells	[B.H.2]

The standards you selected display in the **Selected Standards** box.



**Note:** To remove standards from the activity, in the **Selected Standards** box, click  next to the standard you no longer want attached.

The number of standards you select also displays next to the **Standards** link.



## Adding Content to Quizzes

After you create a VirtualClassroom quiz, you can begin adding content to it. Content can include instructions and reference material as well as questions and work for students to complete.

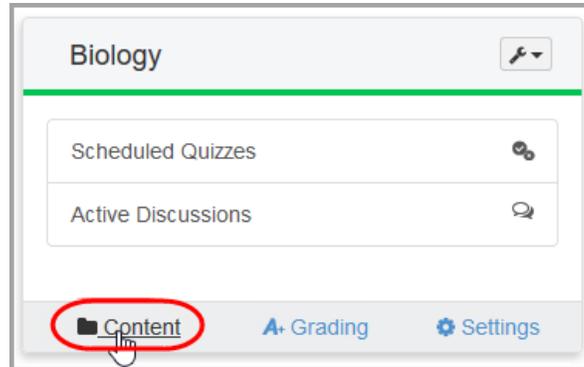
**Note:** At any time while editing a quiz, you can preview the activity as students will see it in ProgressBook. To do so, at the top of the screen, click **Preview**.

- To add instructions or set options for the activity, see [“Adding Instructions.”](#)
- To add content to the body of the activity, see [“Adding Questions, Text or Resources, and Sections.”](#)

## Adding Instructions

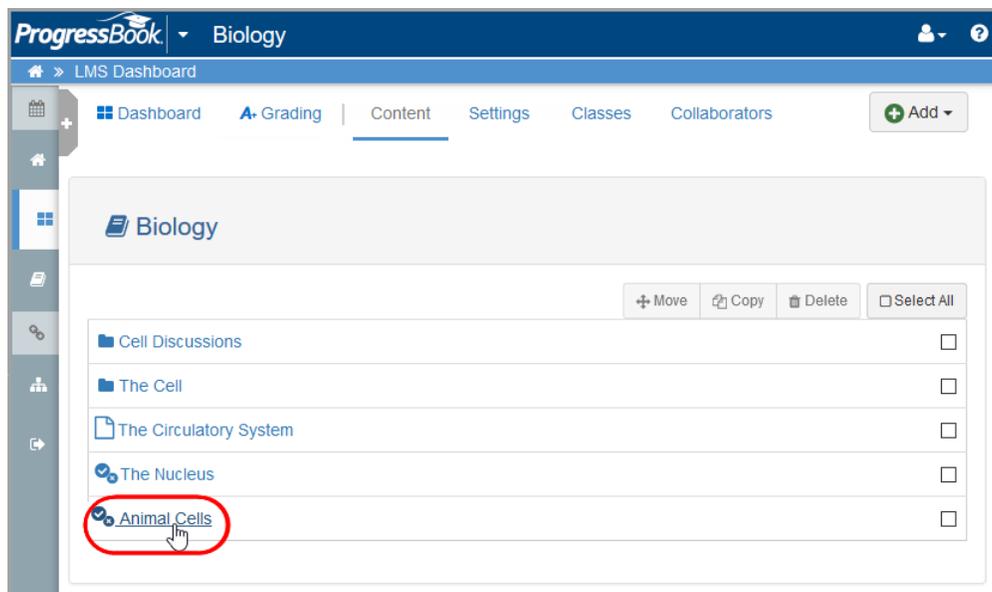
Add instructions to quizzes as follows:

1. On the **Dashboard** screen, on the course associated with the activity to which you want to add instructions, click **Content**.



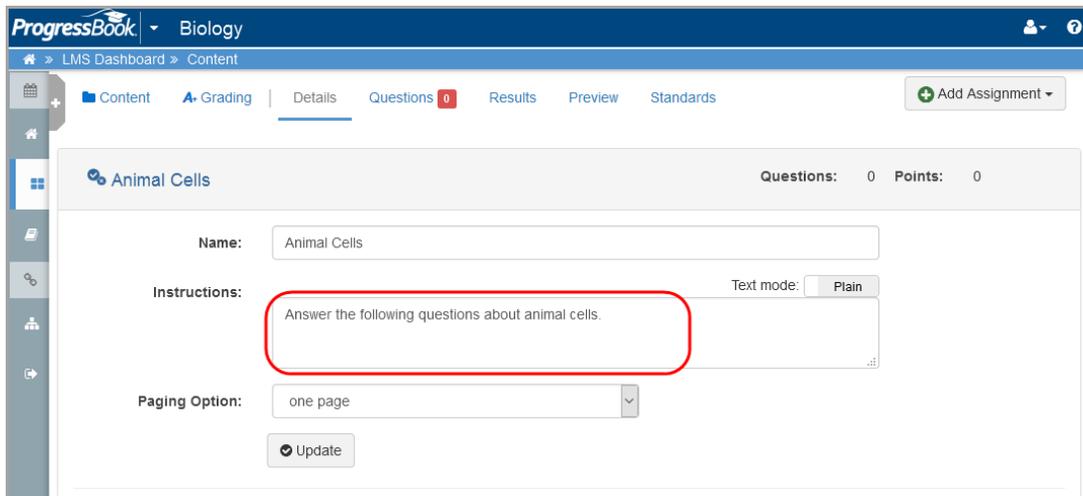
The **Content** screen displays.

2. Click the name of the activity to which you want to add instructions.



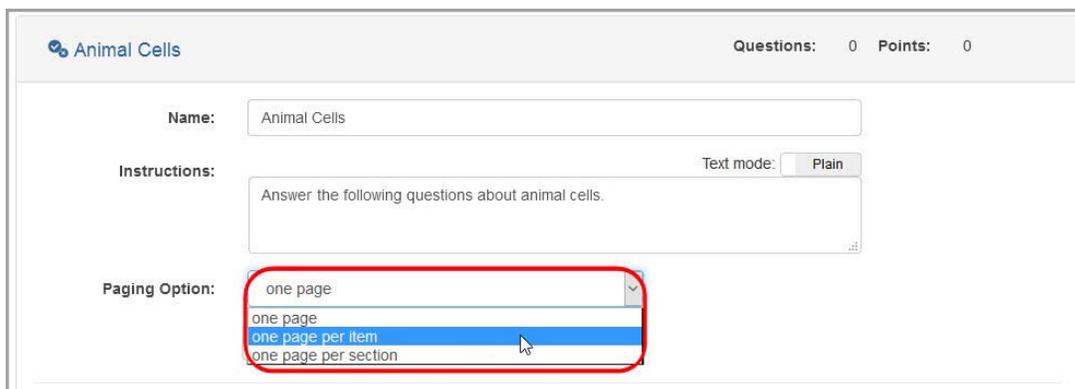
The activity's **Details** screen displays.

- In the **Instructions** area, enter instructions for the students to complete the activity.



- Optional: To set the number of questions that display on a page, use the **Paging Option** drop-down list:
  - one page** – All questions, resources/text, and sections display on one page.
  - one page per item** – Each question and resource/text display on their own pages.
  - one page per section** – Each section of questions and resources/text display on their own pages; instructions specified for a section repeat on each page.

**Note:** The default setting is **one page**.



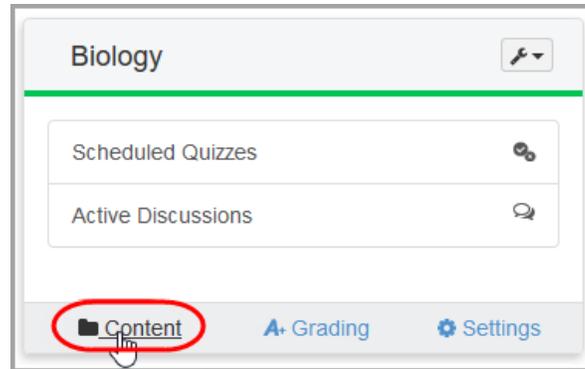
- Click **Update**.

The instructions now display to your students on the **Activity Details** screen in ParentAccess.

## Adding Questions, Text or Resources, and Sections

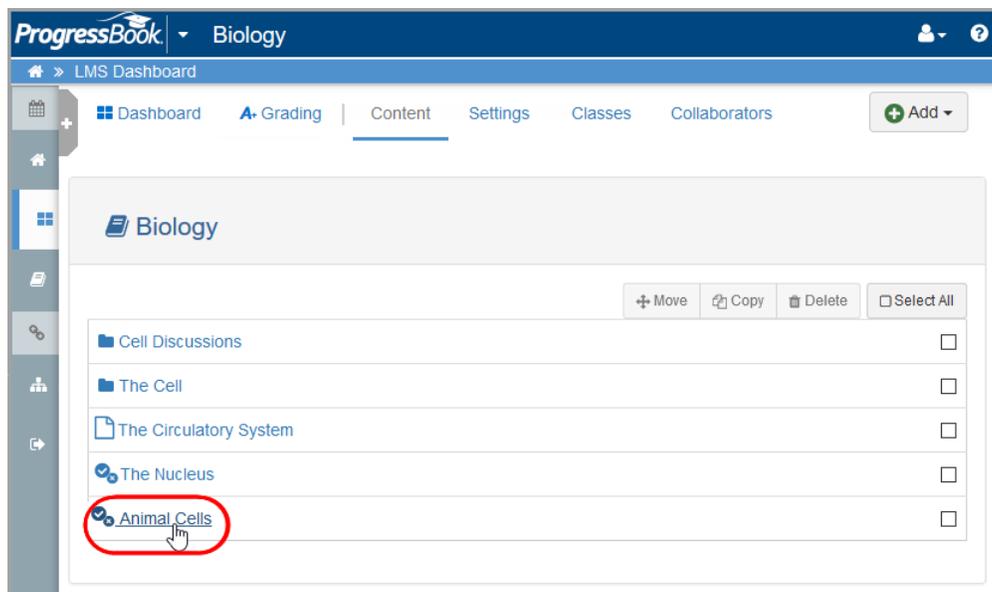
Add content to activities as follows:

1. On the **Dashboard** screen, on the course associated with the activity to which you want to add content, click **Content**.



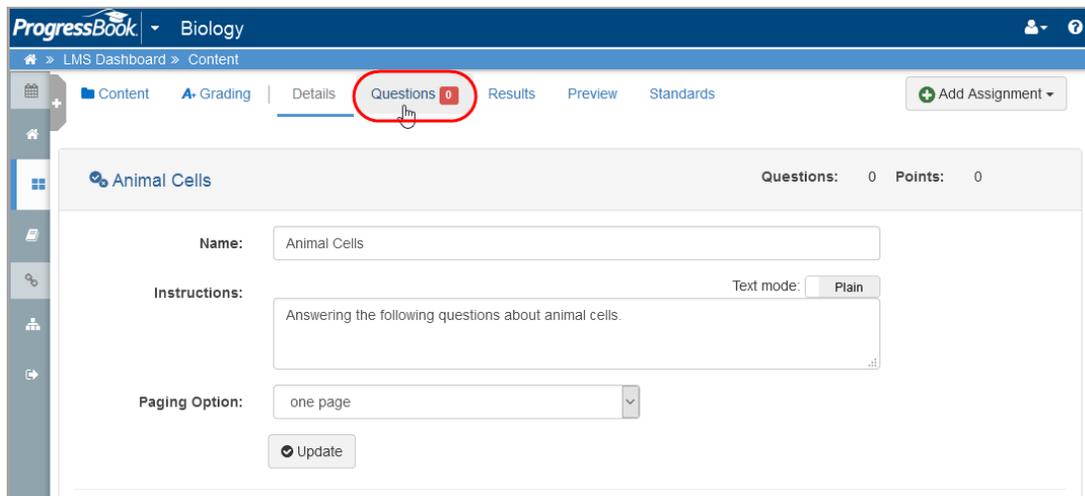
The **Content** screen displays.

2. Click the name of the activity to which you want to add content.



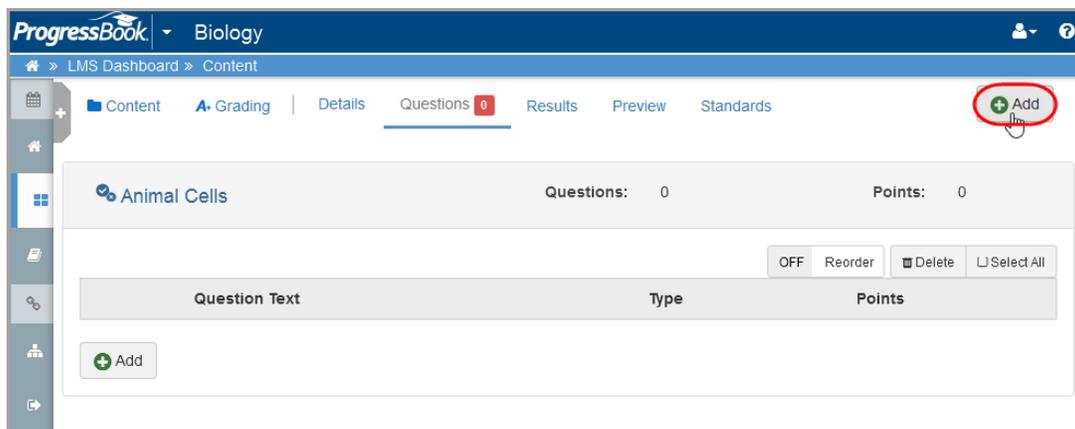
The activity's **Details** screen displays.

3. Click **Questions**.



The **Questions** screen displays.

4. Click **Add**.



A screen with all content types displays.

5. Select one of the following options based on the type of content you want to add:

- **Questions** – add questions for students to complete:
  - **True/False**
  - **Multiple Choice**
  - **Multi-answer**
  - **Fill in the Blank**
  - **Matching**
  - **Essay**
  - **Math Problem**

(See [“Adding a Question.”](#))
- **Text or Resource** – add ungraded items such as instructions, videos/images, or other resources  
 (See [“Adding Text or Resources.”](#))

- **Section** – add a section of questions that are always grouped together in a quiz (even when scrambling questions)  
(See [“Creating Sections.”](#))

 Animal Cells

Click on the type of question you want to add:

[True/False \(auto-scored\)](#)  
a question in which the statement must be determined to be true or false; can be autoscored for full or no credit

[Multiple Choice \(auto-scored\)](#)  
a question with one or more incorrect answer choices and only one correct choice; can be autoscored for full or no credit

[Multi-Answer \(auto-scored\)](#)  
a question with the possibility of one or more correct answer choices; can be autoscored for full or no credit

[Fill in the Blank \(auto-scored\)](#)  
a question in which one or more blanks must be filled in with a correct word or phrase; can be autoscored for full, partial, or no credit

[Matching \(auto-scored\)](#)  
a question in which items from one column are matched to items in another column; can be autoscored for full, partial, or no credit

[Essay](#)  
a question in which an extended response is given

[Math Problem](#)  
a question in which an equation editor can be used

Non-question types:

[Text or Resource](#)  
an ungraded portion of text or resource that displays between questions

[Section](#)  
a group of questions that stays together even when questions are scrambled

6. Create and save all content for the activity.

**Note:** For information on organizing content within an activity, such as reordering and grouping questions, see [“Organizing Quizzes.”](#)

## Adding a Question

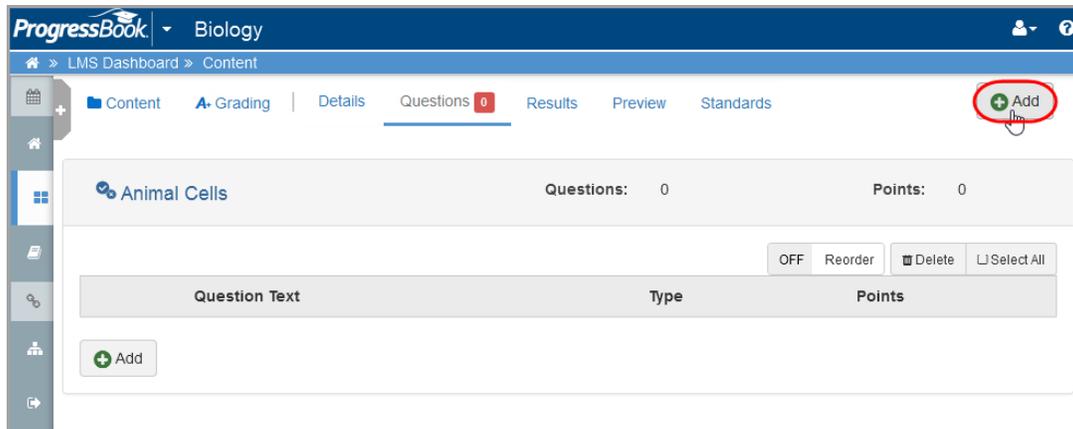
Depending on the answer format of the question you are adding, you can make different selections. Refer to the following examples:

- [“True/False”](#)
- [“Multiple Choice”](#)
- [“Multi-Answer”](#)
- [“Fill in the Blank”](#)
- [“Matching”](#)
- [“Essay”](#)
- [“Math Problem”](#)

## True/False

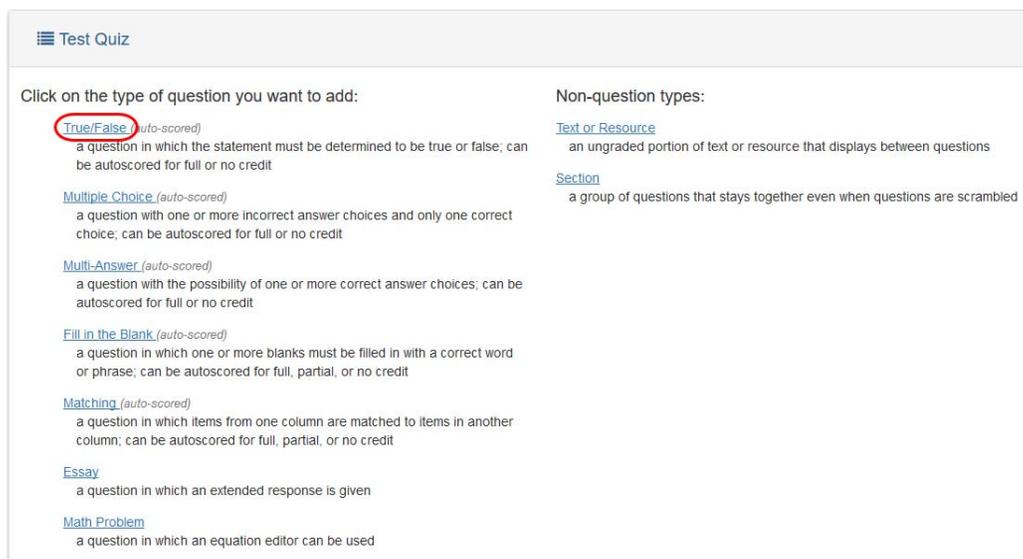
True/False questions require students to decide between two possible answers, such as true vs. false or yes vs. no.

1. On the activity's **Questions** screen, click **Add**.



A screen with all question choices displays.

2. Click **True/False**.



3. In the **Question Text** field, enter the question.
4. In the **Points** field, enter how many points this question is worth.
5. Optional: To upload a file containing additional information or instructions, click **Add a Resource** and follow the steps outlined in *"Uploading a File"* where you can also see the list of allowable file types.
6. Optional: If you want to use different response options (such as "yes" or "no"), in the **True** and **False** rows, enter each response option.
7. Select the **Correct Answer** radio button in the row of the correct answer. (This is for your use or auto-scoring when grading the activity.)

- Click **Save**.

**Animal Cells** Type: True/False

Text mode: Plain

Question Text: Animal cells have a nucleus.

Points: 1

Resources: Add a Resource

True: True Correct Answer

False: False Correct Answer

Save

## Multiple Choice

Multiple choice questions offer one or more incorrect answer choices and only one correct choice.

- On the activity's **Questions** screen, click **Add**.

ProgressBook Biology

LMS Dashboard » Content

Content Grading Details Questions 0 Results Preview Standards

Animal Cells Questions: 0 Points: 0

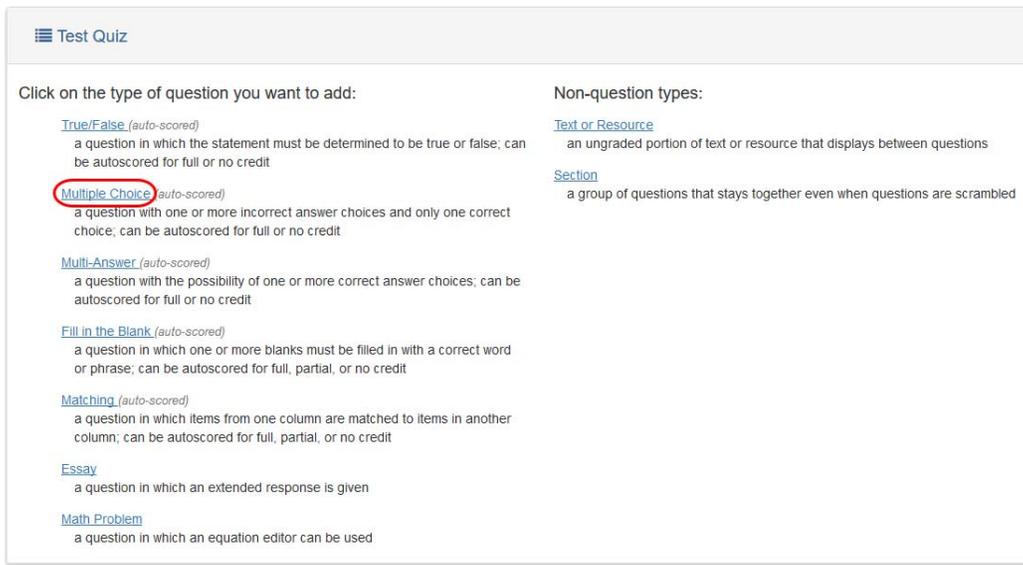
OFF Reorder Delete Select All

Question Text	Type	Points
Add		

Add

A screen with all the question choices displays.

2. Click **Multiple Choice**.



3. In the **Question Text** field, enter the question.
4. In the **Points** field, enter how many points this question is worth.
5. Optional: To upload a file containing additional information or instructions, click **Add a Resource** and follow the steps outlined in *“Uploading a File”* where you can also see the list of allowable file types.
6. Optional: To scramble the choices in a different order for each student, select the **Scramble Choices** check box.
7. Choose a multiple choice **Style** by selecting the radio button next to **Text** or **Picture**.
8. Optional: If you want to code the possible answers differently, select an option from the **Label Set** drop-down field.

**Note:** Four response options—coded A, B, C, D—are provided by default.

9. Designate at least two response options as follows:
  - a. In the **Answers** column:
    - i. If you selected **Text**, enter the answer for each response option.
    - ii. If you selected **Picture**, click **Add File** to upload an image for each response option.

**Note:** Follow the steps outlined in *“Uploading a File.”* You can upload only image files for multiple choice questions with pictures.

- b. In the **Is Correct** column of the correct answer, select the radio button. (This is for your use or auto-scoring when grading the activity.)

**Note:** To add another response option, click **Add another answer**. To delete a response option, click **✖**.

10. Click **Save**.

**Animal Cells** Type: Multiple Choice

Question Text: Which of the following does an animal cell not contain? Text mode: Plain

Points: 1

Resources: Add a Resource

Options:  Scramble Choices

Style:  Text  Picture

Label Set: Alpha (A, B, C)

Answer Key:

Answers	Is Correct
vacuole	<input type="radio"/> <input checked="" type="checkbox"/>
nucleus	<input type="radio"/> <input checked="" type="checkbox"/>
cell wall	<input checked="" type="radio"/> <input type="checkbox"/>
ribosomes	<input type="radio"/> <input checked="" type="checkbox"/>

Add another answer

Save

## Multi-Answer

Multiple-answer questions offer one or more incorrect answer choices and one or more correct choices.

1. On the activity's **Questions** screen, click **Add**.

ProgressBook Biology

LMS Dashboard » Content

Content Grading Details Questions 0 Results Preview Standards

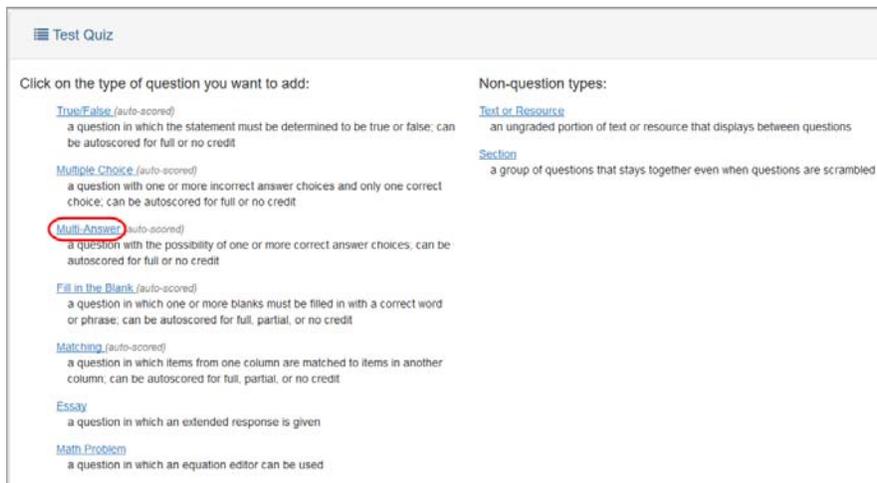
Animal Cells Questions: 0 Points: 0

OFF Reorder Delete Select All

Question Text	Type	Points
+ Add		

A screen with all the question choices displays.

2. Click **Multi-Answer**.



3. In the **Question Text** field, enter the question.
4. In the **Points** field, enter how many points this question is worth.
5. Optional: To upload a file containing additional information or instructions, click **Add a Resource** and follow the steps outlined in “*Uploading a File*” where you can also see the list of allowable file types.
6. Optional: To scramble the choices in a different order for each student, select the **Scramble Choices** check box.
7. Choose a multi-answer question **Style** by selecting the radio button next to **Text** or **Picture**.
8. Optional: If you want to code the possible answers differently, select an option from the **Label Set** drop-down field.

**Note:** Four response options—coded A, B, C, D—are provided by default.

9. Designate at least two response options as follows:
  - a. In the **Answers** column:
    - i. If you selected **Text**, enter the answer for each response option.
    - ii. If you selected **Picture**, click **Add File** to upload an image for each response option.

**Note:** Follow the steps outlined in “*Uploading a File.*” You can upload only image files for multiple choice questions with pictures.

- b. In the **Is Correct** column in the row(s) of the correct answer(s), select the check box(es). (This is for your use or auto-scoring when grading the activity. With auto-scoring for this question type, the student must answer all parts correctly to receive the points.)

**Note:** To add another response option, click **Add another answer**. To delete a response option, click ✖.

10. Click **Save**.

**Animal Cells** Type: Multi-Answer

Question Text:  Text mode: Plain

Points:

Resources: [Add a Resource](#)

Options:  Scramble Choices

Style:  Text  Picture

Label Set:

Answer Key:

Answers	Is Correct
<input type="text" value="cell wall"/>	<input type="checkbox"/> <span style="color: red;">✗</span>
<input type="text" value="centrioles"/>	<input checked="" type="checkbox"/> <span style="color: red;">✗</span>
<input type="text" value="cell membrane"/>	<input checked="" type="checkbox"/> <span style="color: red;">✗</span>
<input type="text" value="chloroplasts"/>	<input type="checkbox"/> <span style="color: red;">✗</span>

[Add another answer](#)

[Save](#)

**Fill in the Blank**

Fill in the blank questions require students to complete a sentence by filling in the correct word(s) or phrase(s).

1. On the activity's **Questions** screen, click **Add**.

**ProgressBook** Biology

LMS Dashboard » Content

Content | Grading | Details | **Questions 0** | Results | Preview | Standards

**Animal Cells** Questions: 0 Points: 0

OFF Reorder Delete Select All

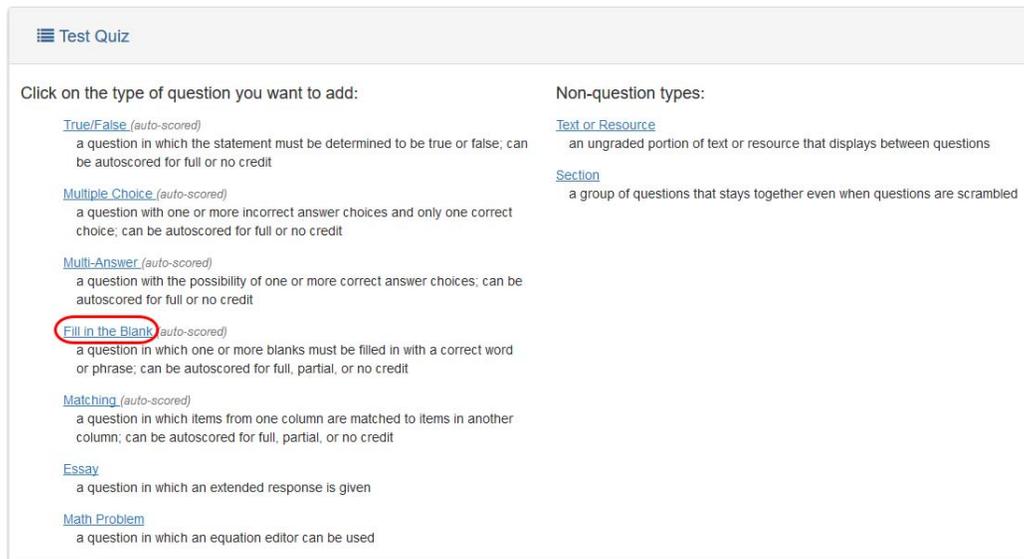
Question Text Type Points

[Add](#)

[+ Add](#)

A screen with all the question choices displays.

2. Click **Fill In The Blank**.



3. In the **Question Text** field, enter the question. Enter an underscore ( **\_** ) to insert a blank.
4. In the **Points** field, enter how many points this question is worth.
5. Optional: To upload a file containing additional information or instructions, click **Add a Resource** and follow the steps outlined in *“Uploading a File”* where you can also see the list of allowable file types.
6. Optional: If you want student answers to follow capitalization rules, next to **Options**, select the **Responses are case sensitive** check box.
7. Next to all of the options titled **Blank (#)**, enter the correct answer.
8. Optional: To add more possible answers to the same blank, click **Add an answer** for the associated blank.

9. Click **Save**.

**Animal Cells** Type: Fill in the Blank

Text mode: Plain

Question Text: The endoplasmic reticulum usually has ribosomes attached and is involved in \_ and \_ synthesis

Note: Enter an underscore (e.g. \_) to insert a blank.

Points: 1

Resources: Add a Resource

Options:  Responses are case sensitive

Blank 1: protein

lipid

Add an answer

Blank 2: lipid

protein

Add an answer

Save

## Matching

Matching questions require students to match items from one column with the corresponding item from the second column.

1. On the activity's **Questions** screen, click **Add**.

ProgressBook Biology

LMS Dashboard > Content

Content Grading Details Questions 0 Results Preview Standards

Animal Cells Questions: 0 Points: 0

OFF Reorder Delete Select All

Question Text	Type	Points
Add		

A screen with all the question choices displays.

2. Click **Matching**.

The screenshot shows a 'Test Quiz' interface with two columns of question types. The left column is titled 'Click on the type of question you want to add:' and lists several options: True/False, Multiple Choice, Multi-Answer, Fill in the Blank, Matching (circled in red), Essay, and Math Problem. The right column is titled 'Non-question types:' and lists Text or Resource and Section. Each option includes a brief description of the question type.

3. In the **Question Text** field, enter the question.
4. In the **Points** field, enter how many points this question is worth.
5. Optional: To upload a file containing additional information or instructions, click **Add a Resource** and follow the steps outlined in *“Uploading a File”* where you can also see the list of allowable file types.
6. Optional: To change the order in which the premises display, in the **Premise Sort** drop-down list, select **Alphabetical**, **As Entered**, or **Scramble**. The default is **As Entered**.
7. In the **Premise** column and **Response** column, enter as many premises and responses as necessary.

**Note:** Responses display to students in alphabetical order.

**Note:** To add another response option, click **Add a choice**. To delete a response option, click ✖.

8. Optional: If you want to rename the **Premise** and **Response** columns, click , enter new titles, and then click .
9. Optional: To add an extra response that does not correspond to any premise, next to **Distractors**, click **Add a Distractor**.

10. Click **Save**.

**Animal Cells** Type: Matching

Question Text:  Text mode: Plain

Points:

Resources:

Premise Sort:

Answer key:

Parts of the Cell	Function
<input type="text" value="Golgi complex"/>	<input type="text" value="storing, packaging of cellular product"/> <span style="color: red;">✗</span>
<input type="text" value="Mitochondria"/>	<input type="text" value="the site for cellular respiration and pr"/> <span style="color: red;">✗</span>
<input type="text" value="Lysosomes"/>	<input type="text" value="digest cellular wastes"/> <span style="color: red;">✗</span>
<input type="text" value="Centrioles"/>	<input type="text" value="organize the microtubules assembly"/> <span style="color: red;">✗</span>

Distractors:

**Essay**

Essay questions require students to provide an open-ended response. They allow for a more extended response than other question types.

1. On the activity's **Questions** screen, click **Add**.

**ProgressBook** - Biology User Profile

LMS Dashboard > Content

Content | Grading | Details | **Questions 0** | Results | Preview | Standards

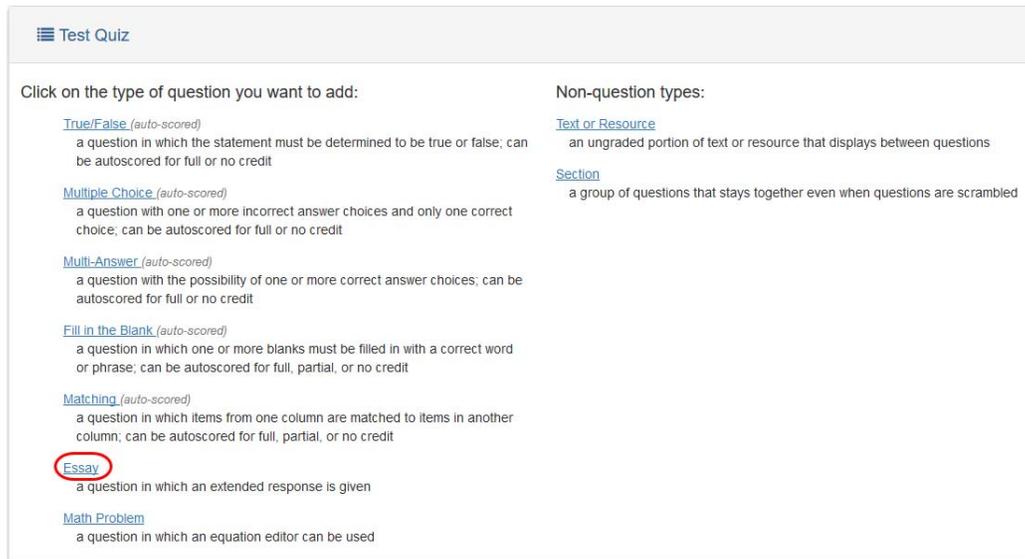
**Animal Cells** Questions: 0 Points: 0

OFF Reorder Delete Select All

Question Text Type Points

A screen with all the question choices displays.

2. Click **Essay**.



3. In the **Question Text** field, enter the question.
4. In the **Points** field, enter how many points this question is worth.
5. Optional: To upload a file containing additional information or instructions, click **Add a Resource** and follow the steps outlined in *“Uploading a File”* where you can also see the list of allowable file types.
6. Optional: To make the rich text toolbar (for more formatting options) available to students to use in their response, in the **Options** area, select the **Allow Rich Text** check box.
7. Optional: To allow students to upload a file containing their answer, in the **Options** area, select the **Allow Students to Upload a File** check box.
8. Optional: If you select the **Allow Students to Upload a File** check box, the **Allowed File Types** drop-down list displays, and you can select one or more file types that students can upload to the activity. Or, click **Select All** to allow all file types in the list.
9. Optional: In the **Example Response** area, enter one or more examples of an acceptable response. (This is for your use when grading the activity, and it displays for students after you grade the activity if you select **Let student see the correct answers?** when you schedule the activity.)
10. Optional: If you want to upload a file with an example response to the question, in the **Example File** area, click **Add a Resource**.

**Note:** Follow the steps outlined in *“Uploading a File”* where you can also see the list of allowable file types.

11. Click **Save**.

## Math Problem

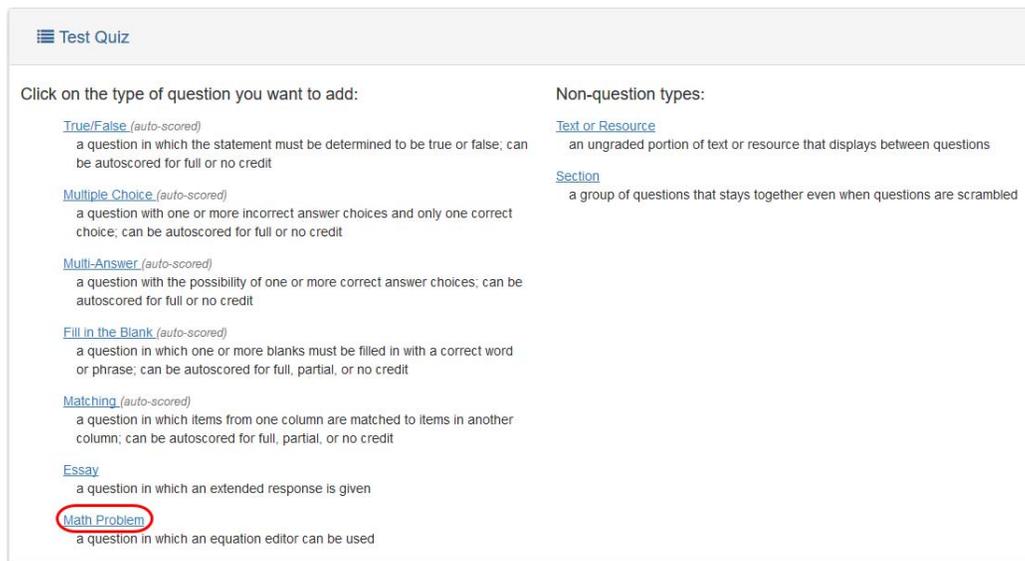
Math problems automatically allow use of the WIRIS™ mathematical editor.

**Note:** You can use the rich text toolbar to format text, change colors or add links or video. For more information, see Knowledge Base Article #1947 and [http://docs.cksource.com/CKEditor\\_3.x/Users\\_Guide](http://docs.cksource.com/CKEditor_3.x/Users_Guide). The toolbar includes a math equation editor (WIRIS™) represented by . For information about how to use the editor, go to <http://www.wiris.com/editor3/docs/manual>.

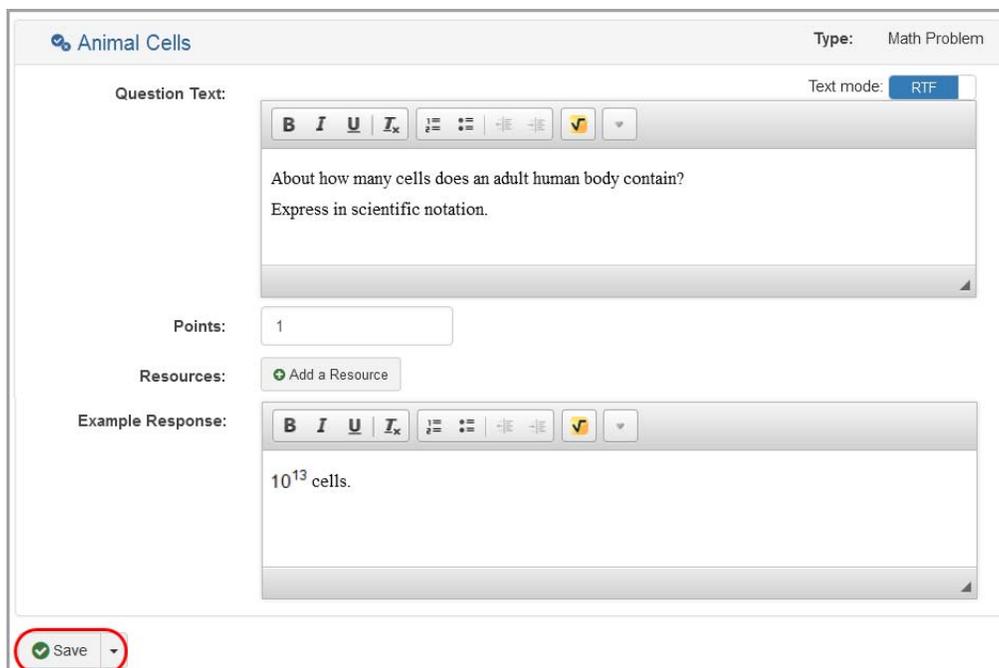
1. On the activity's **Questions** screen, click **Add**.

A screen with all the question choices displays.

2. Click **Math Problem**.



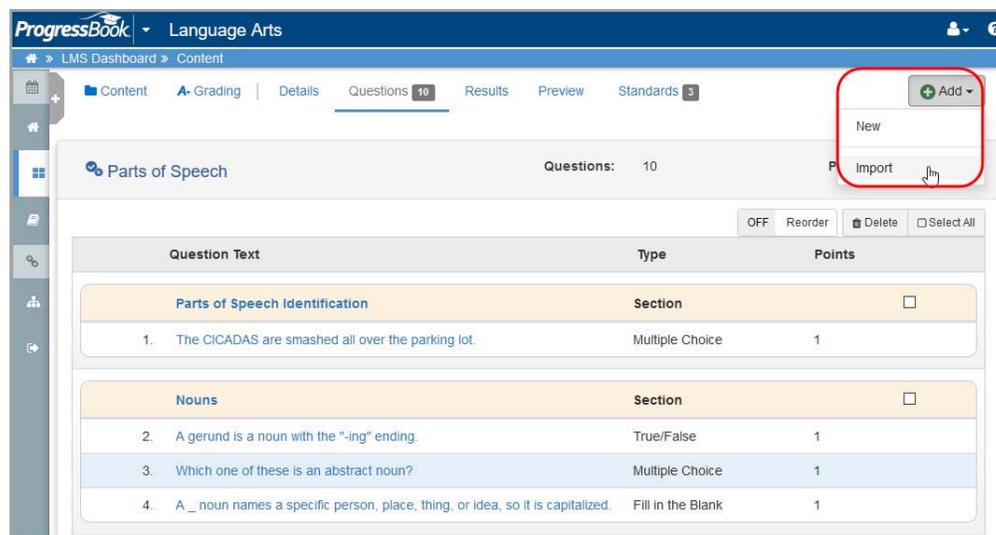
3. In the **Question Text** area, enter the question.
4. In the **Points** field, enter how many points this question is worth.
5. Optional: To upload a file containing additional information or instructions, click **Add a Resource** and follow the steps outlined in *“Uploading a File”* where you can also see the list of allowable file types.
6. Optional: In the **Example Response** area, enter a correct answer to the math problem. (This is for your use when grading the activity, and it displays for students after you grade the activity if you select **Let student see the correct answers?** when you schedule the activity.)
7. Click **Save**.



## Importing Questions to Quizzes

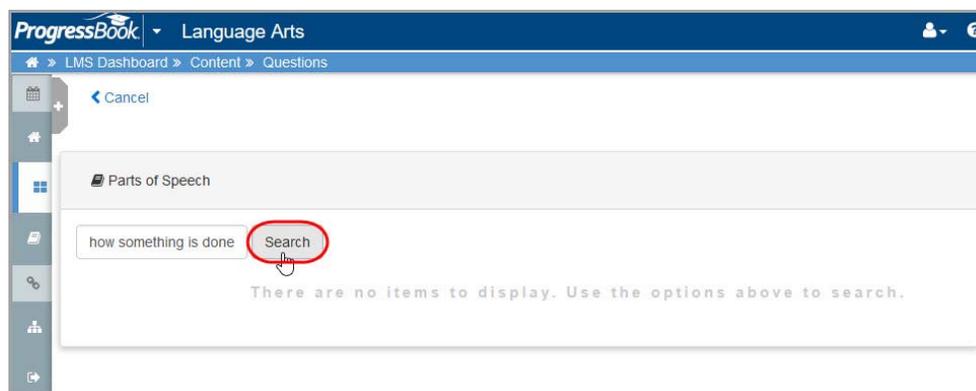
You can import questions or text/resources into the quiz you are viewing. If you are the owner of the course containing the quiz, you can import quiz items from any course that you own.

- If you are a contributor to the course containing the quiz, you can import other items from quizzes in the current course as well as from quizzes in courses you own.
  - You cannot import items from the quiz in context.
  - You cannot import sections.
  - You cannot import content purchased from the **Public** area of the **ProgressBook Library**. (You can import district quiz items if you have a copy of the district course on your **Dashboard**.)
1. On the **Questions** screen of the quiz to which you want to import an item, click **Add**, then click **Import**.



A search screen displays.

2. In the **Keyword** field, enter text that is found in the question or text/resource you want to import.
3. Click **Search**.



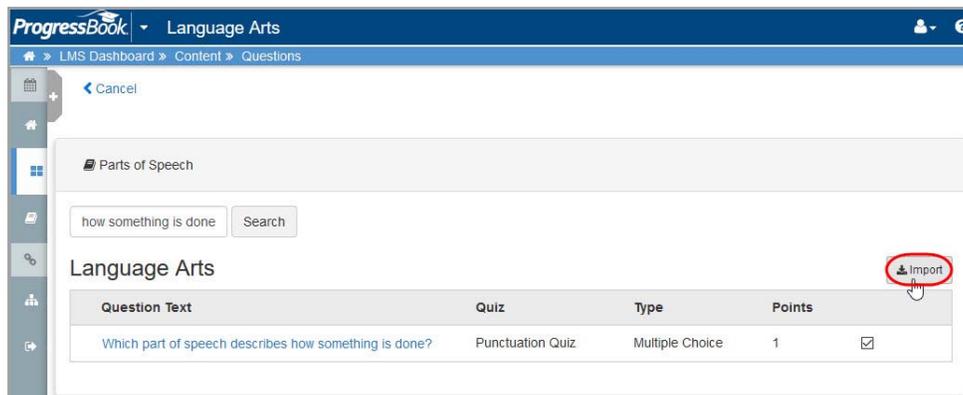
Results matching your search criteria display.

## Activities

4. Select the check box(es) next to the item(s) you want to import into the quiz.

**Note:** You can preview a quiz question by clicking its link in the **Question Text** column.

5. Click **Import**.

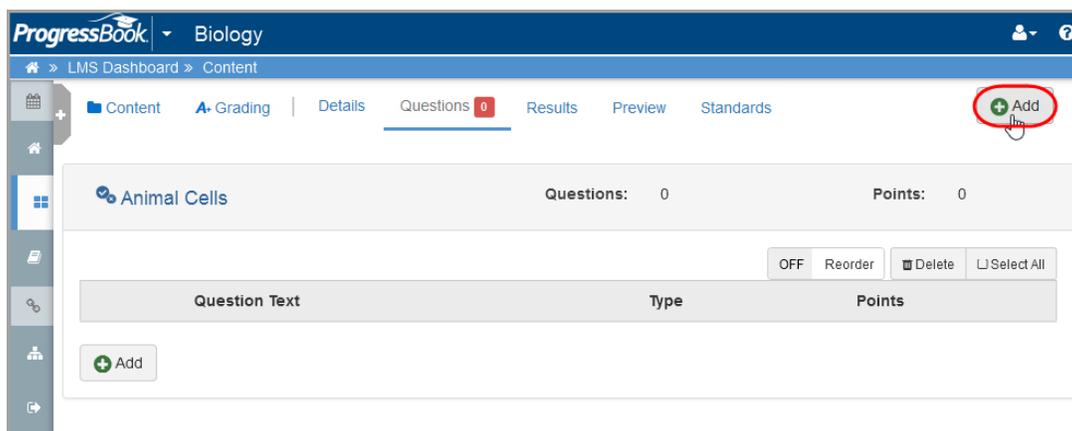


You are returned to the **Questions** screen, where the imported item displays at the end of the quiz.

## Adding Text or Resources

You can add ungraded blocks of text to the activity. You can also add resources using this option.

1. On the activity's **Questions** screen, click **Add**.



A screen with all of the question choices displays.

2. Under **Non-question types**, click **Text or Resource**.

**Test Quiz**

Click on the type of question you want to add:

[True/False \(auto-scored\)](#)  
a question in which the statement must be determined to be true or false; can be autoscored for full or no credit

[Multiple Choice \(auto-scored\)](#)  
a question with one or more incorrect answer choices and only one correct choice; can be autoscored for full or no credit

[Multi-Answer \(auto-scored\)](#)  
a question with the possibility of one or more correct answer choices; can be autoscored for full or no credit

[Fill in the Blank \(auto-scored\)](#)  
a question in which one or more blanks must be filled in with a correct word or phrase; can be autoscored for full, partial, or no credit

[Matching \(auto-scored\)](#)  
a question in which items from one column are matched to items in another column; can be autoscored for full, partial, or no credit

[Essay](#)  
a question in which an extended response is given

[Math Problem](#)  
a question in which an equation editor can be used

**Non-question types:**

**Text or Resource**  
an ungraded portion of text or resource that displays between questions

[Section](#)  
a group of questions that stays together even when questions are scrambled

3. In the **Text** area, enter text or links to external content. Or, to add resources, click **Add a Resource**.

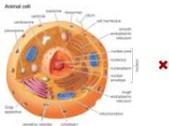
**Note:** For help with uploading a file, follow the steps outlined in [“Uploading a File”](#) where you can also see the list of allowable file types.

4. Click **Save**.

**Animal Cells** Type: Text or Resource

**Text:** Text mode: Plain

**Resources:**



**Save**

## Uploading a File

This section focuses on how to upload a file to a specific question, but you can also upload a file directly to the **Content** screen for a course.

You can upload any of the following file types within VirtualClassroom:

- Images
- Audio
- PDF
- Text
- Videos
- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Google Docs
- Google Drawing
- Google Forms
- Google Slides
- Google Sheets
- iWork Pages
- iWork Numbers
- iWork Keynote

You can upload files in one of two ways:

- To upload a local file from your computer, see [“Uploading a File from Your Computer.”](#)
- To upload files from your Google Drive account, see [“Uploading a File from Google Drive.”](#)

## Uploading a File from Your Computer

Any time you are prompted to upload a file, such as for a question on an activity, you can upload one from your computer. If you want to upload a file from Google Drive, see [“Uploading a File from Google Drive.”](#)

1. On an activity’s **Questions** screen, click the text of the question to which you want to add a file.

The screenshot shows the ProgressBook interface for a Biology activity titled 'Animal Cells'. The 'Questions' tab is active, showing a list of 6 questions. The third question, 'The endoplasmic reticulum usually has ribosomes attached and is involved in \_ and \_ synthesis', is circled in red. A tooltip is visible over this question, displaying the text: 'The endoplasmic reticulum usually has ribosomes attached and is involved in \_ and \_ synthesis'.

Question Text	Type	Points
1. Animal cells have a nucleus.	True/False	1
2. Which of the following does an animal cell not contain?	Multiple Choice	1
3. The endoplasmic reticulum usually has ribosomes attached and is involved in _ and _ synthesis	Fill in the Blank	1
4. Match the following animal cell parts to their functions.	Match	1
5. Describe the cytoskeleton and explain its function in the animal cell.	Essay	1
6. About how many cells does an adult human body contain? Express in scientific notation.	Math Problem	1

2. On the question screen that displays, in the **Resources** area, click **Add a Resource**.

The screenshot shows the 'Add a Resource' screen for the question 'The endoplasmic reticulum usually has ribosomes attached and is involved in \_ and \_ synthesis'. The 'Resources' section contains an 'Add a Resource' button, which is circled in red. Below this, there are two answer boxes for 'Blank 1' containing 'protein' and 'lipid', each with a red 'x' icon. An 'Add an answer' button is located at the bottom.

Question Text: The endoplasmic reticulum usually has ribosomes attached and is involved in \_ and \_ synthesis

Note: Enter an underscore (e.g. \_) to insert a blank.

Points: 1

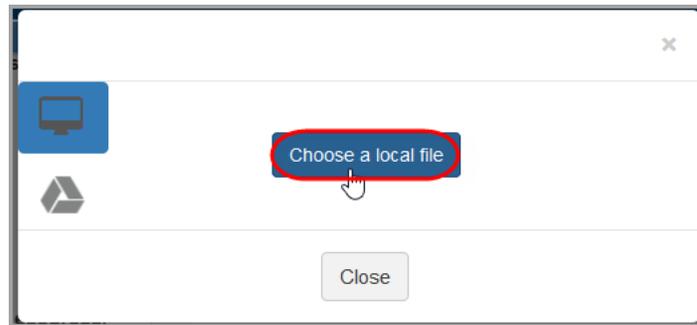
Resources: **Add a Resource**

Options:  Responses are case sensitive

Blank 1: protein, lipid

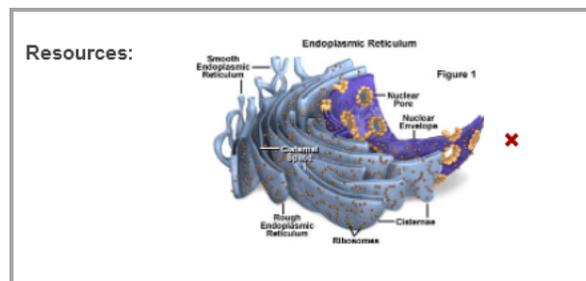
Add an answer

3. On the window that opens, with  selected, click **Choose a local file**.



4. Navigate to and select the file to upload.

A preview of or a link to the resource displays in the **Resources** area with  beside it. Click the image or link to open the file; click  to delete the file.



5. Click **Save**.

### Uploading a File from Google Drive

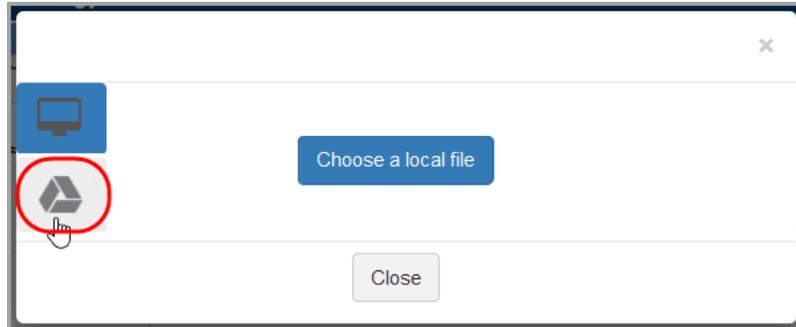
Any time you are prompted to upload a file, you can select a file from your Google Drive account. Before you can do so, you must connect your VirtualClassroom account to Google Drive. If you want upload a file from your computer, see [“Uploading a File from Your Computer.”](#)

- If you haven’t connected VirtualClassroom to Google Drive, see [“Connecting.”](#)
- If you have already connected VirtualClassroom to Google Drive and want to upload files from it, see [“Uploading.”](#)

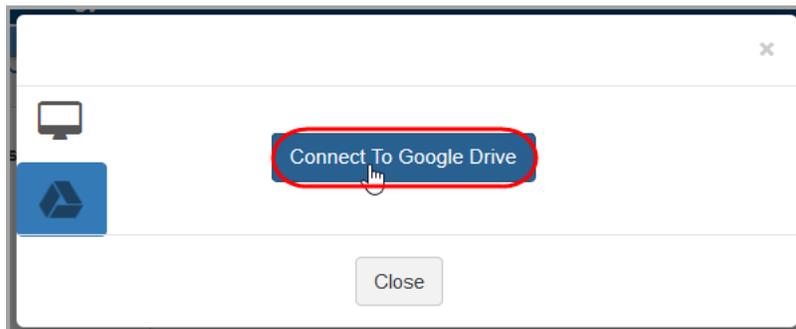
## Connecting

The first time you select **Google Drive** (or any time you have logged out of your Google Drive account in VirtualClassroom), you are prompted to connect your account to VirtualClassroom.

1. After you initiate a file upload, on the window that opens, click  on the left side panel.



2. Click **Connect to Google Drive**.



3. Log in to your Google Drive account with your username and password.

**Note:** You may be prompted to allow permission to ProgressBook to access your Google Drive files.

4. Optional: If you want to disconnect your Google Drive account from VirtualClassroom or switch to another Google Drive account, click  on the top right of the window.

## Uploading

If you are already connected to Google Drive, to upload files:

1. On an activity's **Questions** screen, click the text of the question to which you want to add a file.

Question Text	Type	Points	
1. Animal cells have a nucleus.	True/False	1	<input type="checkbox"/>
2. Which of the following does an animal cell not contain?	Multiple Choice	1	<input type="checkbox"/>
3. The endoplasmic reticulum usually has ribosomes attached and is involved in _ and _ synthesis	Fill in the Blank	1	<input type="checkbox"/>
4. Match the following animal cell parts to their functions.	Matching	1	<input type="checkbox"/>
5. Describe the cytoskeleton and explain its function in the animal cell.	Essay	1	<input type="checkbox"/>
6. About how many cells does an adult human body contain? Express in scientific notation.	Math Problem	1	<input type="checkbox"/>

2. On the question screen that displays, in the **Resources** area, click **Add a Resource**.

Animal Cells Type: Matching

Question Text: Match the following animal cell parts to their functions.

Points: 1

Resources: **Add a Resource**

Premise Sort: As Entered

3. On the window that opens, click  on the left side panel.
4. Select a file from your Google Drive account. To upload it as a live link, click **Link**. To upload it as a file students can download, click the drop-down arrow and select **Import**.

**Note:** If you delete a file, a message displays indicating that while your file has been deleted from the course, it has not been deleted from your Google Drive account. If a student still has a link to your document, they can continue viewing your file unless you edit the permissions in Google Drive.

Resources: [Mitochondria diagram](#) **X**

A preview of or link to the resource displays in the **Resources** area with **X** beside it. Click the image to open the file; click **X** to delete the file.

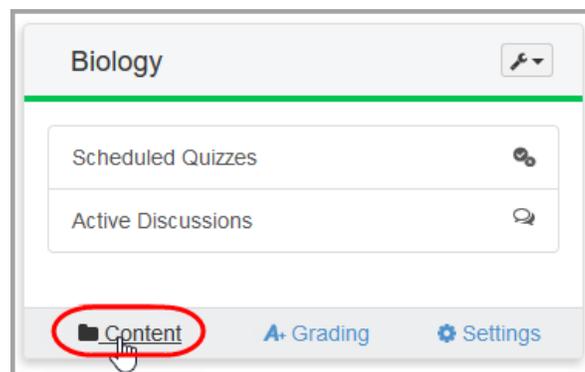
## Adding Discussion Guidelines

After you create a VirtualClassroom discussion, you can add guidelines to it.

- For adding instructions, see [“Adding Instructions.”](#)
- For adding a prompt to the discussion, see [“Adding a Prompt.”](#)
- For adjusting point values, required replies, and other settings, see [“Adjusting Settings.”](#)

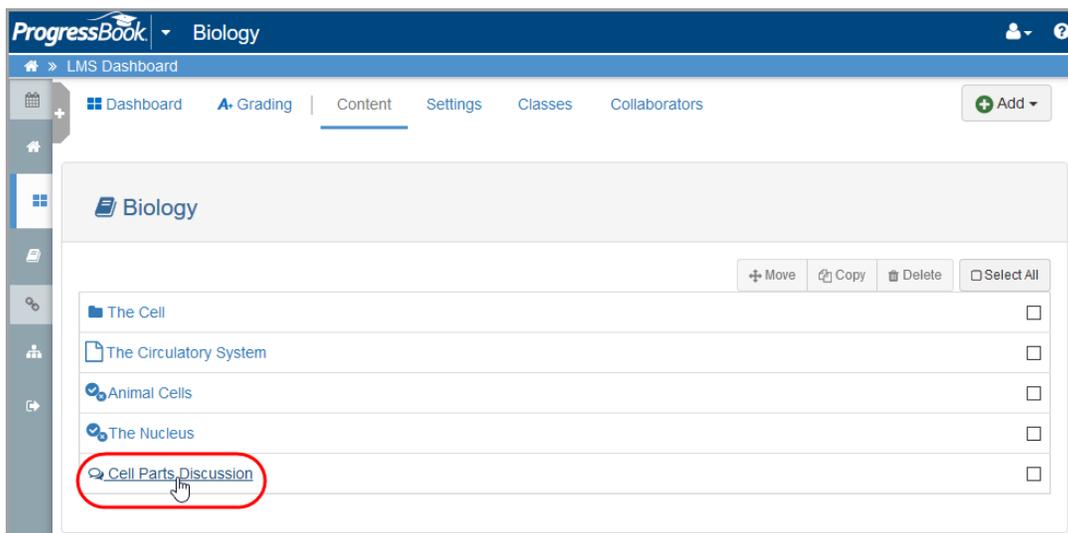
## Adding Instructions

1. On the **Dashboard** screen, on the course associated with the discussion to which you want to add instructions, click **Content**.



The **Content** screen displays.

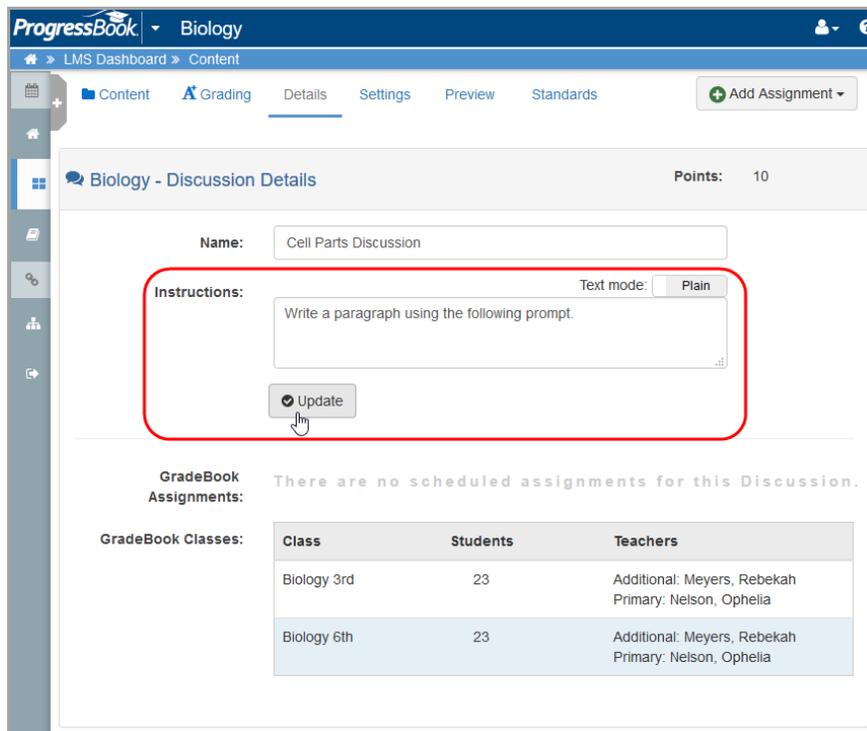
2. Click the name of the discussion to which you want to add guidelines.



The discussion's **Details** screen displays.

3. In the **Instructions** area, enter instructions for the discussion.

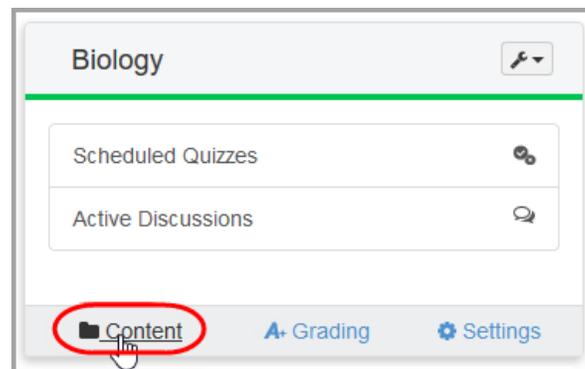
4. Click **Update**.



The instructions display on the **Activity Details** screen in ParentAccess so that students can view them prior to beginning the discussion.

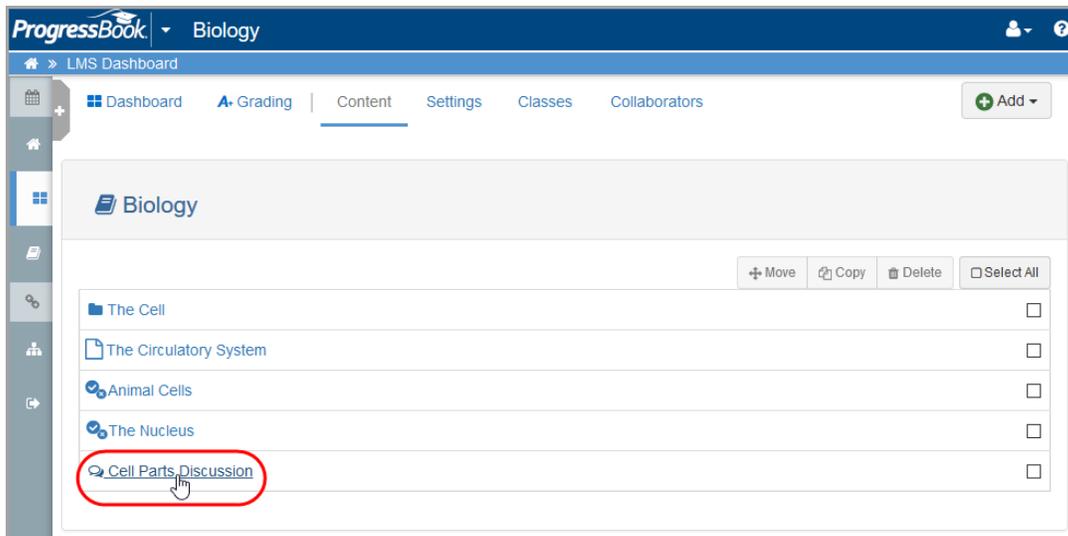
## Adding a Prompt

1. On the **Dashboard** screen, on the course associated with the discussion to which you want to add a prompt, click **Content**.



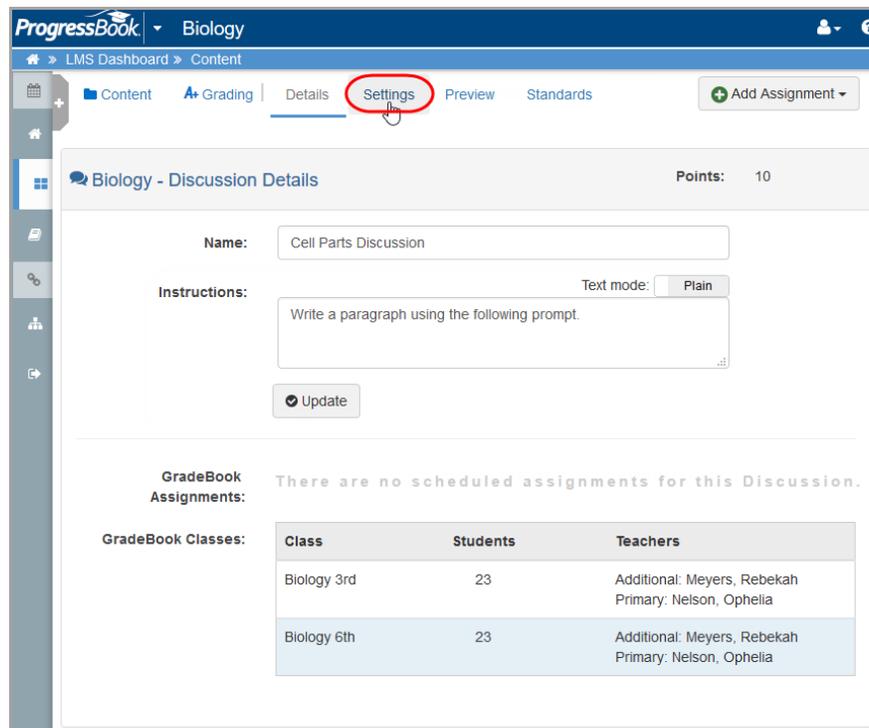
The **Content** screen displays.

- Click the name of the discussion to which you want to add a prompt.



The discussion's **Details** screen displays.

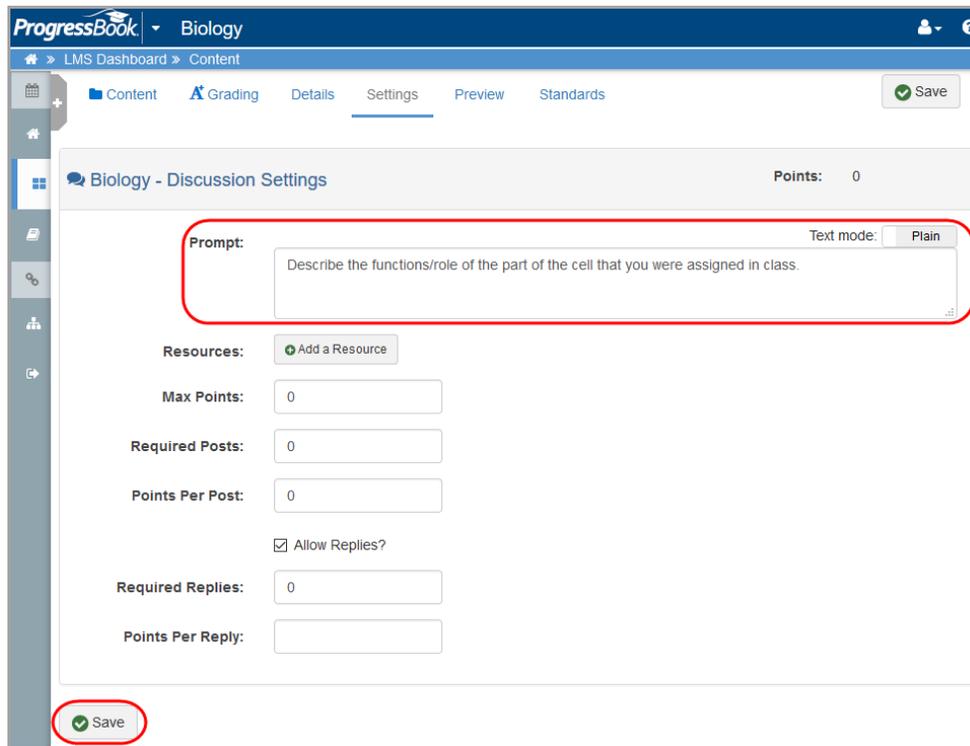
- Click **Settings**.



The discussion's **Settings** screen displays.

- In the **Prompt** area, enter the prompt for the discussion.

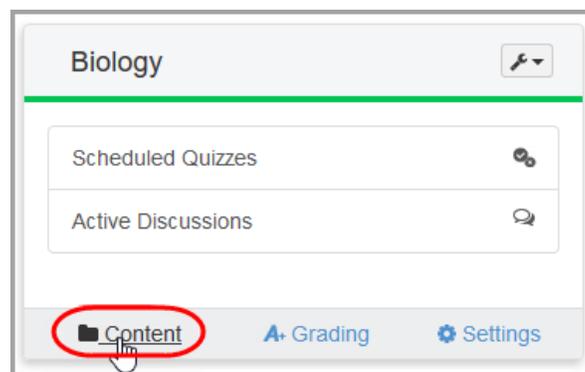
5. Click **Save**.



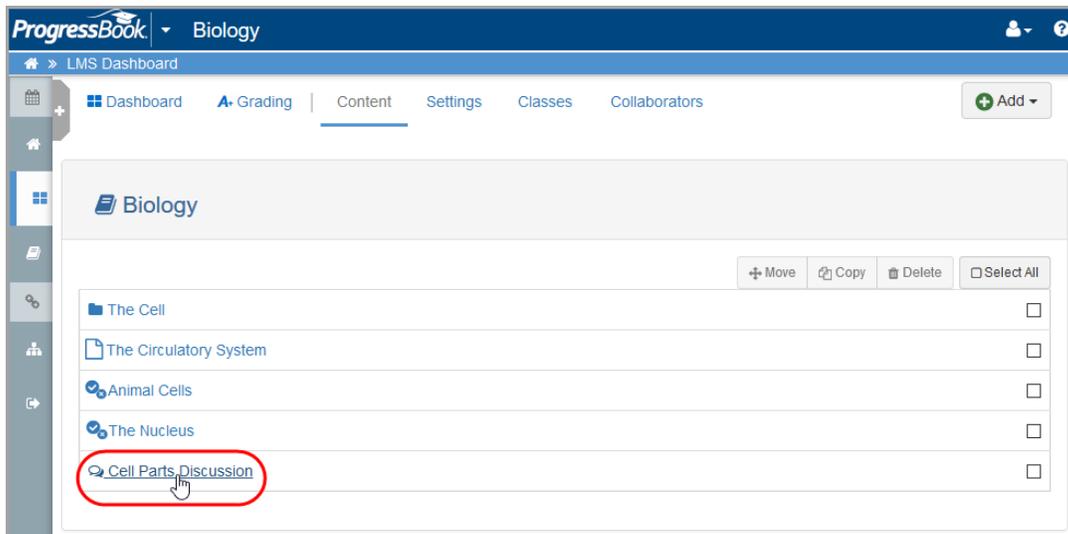
The prompt displays to students after they have clicked **Begin** or **Continue** on the **Activity Details** screen.

## Adjusting Settings

1. On the **Dashboard** screen, on the course associated with the discussion for which you want to adjust settings, click **Content**.

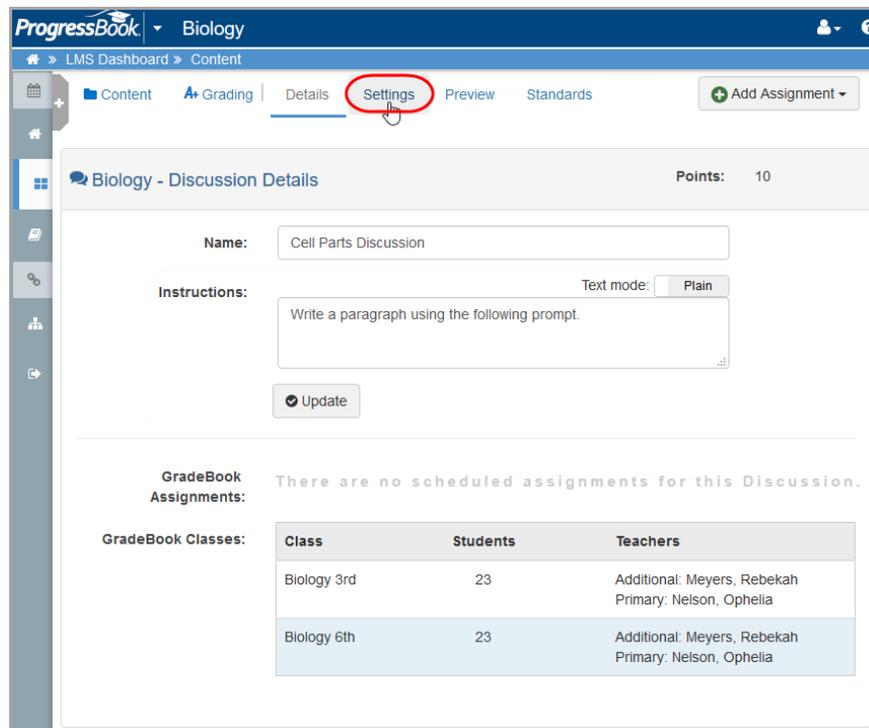


- Click the name of the discussion for which you want to adjust settings.



The discussion's **Details** screen displays.

- Click **Settings**.



The **Settings** screen for the discussion displays.

- Optional: To upload a file containing additional information or instructions, below the text box, click **Add a Resource** and follow the steps outlined in *"Uploading a File"* where you can also see the list of allowable file types.
- Optional: In the **Max Points** field, enter the maximum number of points a student can receive on the discussion. If you enter 0 in this field, students can earn unlimited points. If you want a student to be able to earn extra credit, enter a number greater than the

**Required Posts** multiplied by the **Points Per Post** (and, if applicable, adding the **Required Replies** multiplied by the **Points Per Reply** to that number) so that a student can receive a score higher than a perfect score. If you do not enter anything in this field, after completing [step 6](#) and [step 7](#), the field auto-populates.

6. In the **Required Posts** field, enter the number of posts each student must submit.
7. In the **Points Per Post** field, enter the number of points each post is worth.
8. Optional: If you want to require students to respond to the teacher’s and/or other students’ posts or replies:
  - c. In the **Required Replies** field, enter the number of replies required by each student.
  - d. In the **Points Per Reply** field, enter the number of points each reply is worth.
9. Click **Save**.

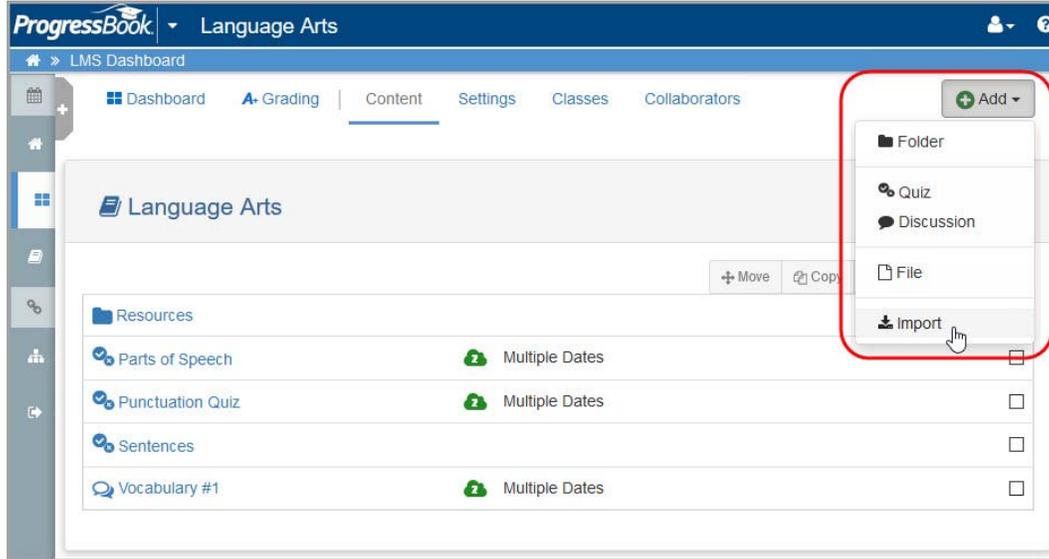
The screenshot shows the 'Biology - Discussion Settings' page in the ProgressBook LMS. The page has a blue header with 'ProgressBook' and 'Biology' tabs. Below the header is a navigation bar with 'Content', 'Grading', 'Details', 'Settings', 'Preview', and 'Standards' tabs. The 'Settings' tab is active. The main content area is titled 'Biology - Discussion Settings' and shows a 'Points: 0' indicator. The form includes a 'Prompt' field with the text 'Describe the functions/role of the part of the cell that you were assigned in class.' and a 'Text mode: Plain' dropdown. Below the prompt is an 'Add a Resource' button. The 'Max Points' field is set to 10. The 'Required Posts' field is set to 2 and is highlighted with a red box. The 'Points Per Post' field is set to 5 and is also highlighted with a red box. The 'Required Replies' field is set to 0. The 'Points Per Reply' field is empty. A 'Save' button is circled in red at the bottom left of the form.

## Importing Activities

You can import quizzes, discussions, folders, or resources into the course you are viewing.

- If you are the owner of the course, you can import items from any course that you own.
- If you are a contributor to the course, you can import other items from the current course or from other courses that you own.
- You cannot import activities from courses purchased from the **ProgressBook Library**.
- You cannot import items from the folder in context. Instead, if you want another copy of the same item within the course, make a copy of that item. See [“Copying Content.”](#)

1. On the **Content** screen for the course to which you want to import an item, click **Add**, then click **Import**.

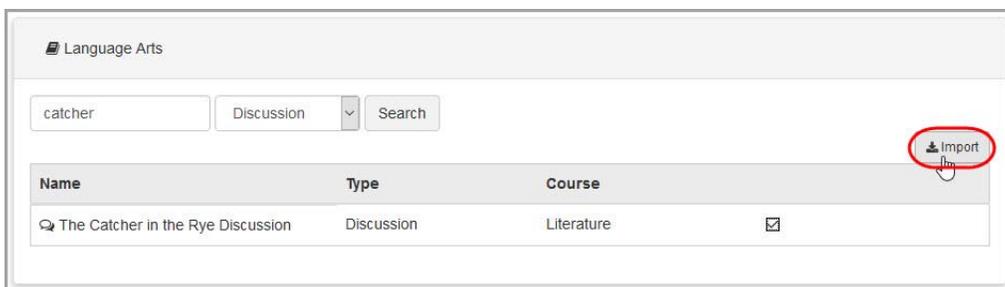


A search screen displays.

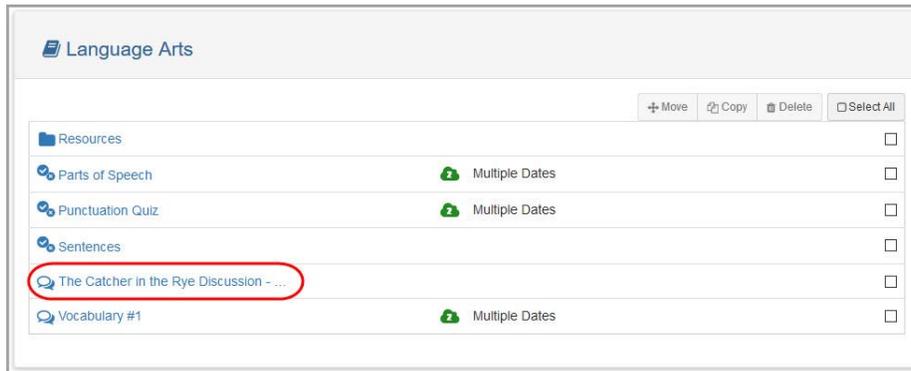
2. Enter text found in the item's title in the **Keyword** field, and/or select an item type from the **Select a Type** drop-down list.
3. Click **Search**.



4. Select the check box(es) for the item(s) you want to import into your course.
5. Click **Import**.



The **Content** screen displays. The imported item displays on this screen with “- Import” appended to the title.



## Organizing Quizzes

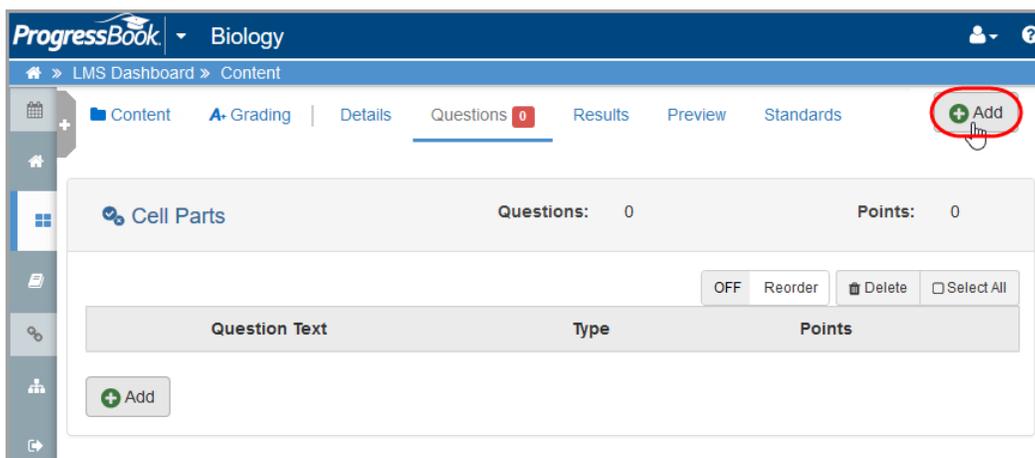
There are a couple of ways you can organize the content within your activities. Refer to the appropriate section as follows:

- [“Creating Sections”](#)
- [“Moving Questions Into Sections”](#)
- [“Moving Questions Out of Sections”](#)
- [“Reordering Questions”](#)

## Creating Sections

You can create sections to keep certain text and questions together in the same group even if you choose to scramble questions.

1. On a quiz’s **Questions** screen, click **Add**.



A screen with all the question choices displays.

- Under **Non-question types**, click **Section**.

**Test Quiz**

Click on the type of question you want to add:

[True/False \(auto-scored\)](#)  
a question in which the statement must be determined to be true or false; can be autoscored for full or no credit

[Multiple Choice \(auto-scored\)](#)  
a question with one or more incorrect answer choices and only one correct choice; can be autoscored for full or no credit

[Multi-Answer \(auto-scored\)](#)  
a question with the possibility of one or more correct answer choices; can be autoscored for full or no credit

[Fill in the Blank \(auto-scored\)](#)  
a question in which one or more blanks must be filled in with a correct word or phrase; can be autoscored for full, partial, or no credit

[Matching \(auto-scored\)](#)  
a question in which items from one column are matched to items in another column; can be autoscored for full, partial, or no credit

[Essay](#)  
a question in which an extended response is given

[Math Problem](#)  
a question in which an equation editor can be used

**Non-question types:**

[Text or Resource](#)  
an ungraded portion of text or resource that displays between questions

**Section**  
a group of questions that stays together even when questions are scrambled

- In the **Name** field, enter a name for the section of questions.
- In the **Instructions** area, enter instructions or other information for your students.
- Optional: To upload a file containing additional information or instructions, below the text box, click **Add a Resource** and follow the steps outlined in *"Uploading a File"* where you can also see the list of allowable file types.
- Optional: If you want questions within the group to be scrambled so that students do not all see them in the same order, select the **Scramble Items** check box.
- Click **Save**.

**ProgressBook** - Biology

LMS Dashboard » Content » Questions

Question Types Details Standards Save

**Cell Parts** Type: Section

**Name:** Golgi Apparatus

**Instructions:** Answer the following questions about the Golgi apparatus. Text mode: Plain

**Resources:** Add a Resource

**Options:**  Scramble Items

Save

An area to which you can add questions displays at the bottom of the screen.

8. Add questions to the section:

- a. Click **Add**.

A screen with all the question choices displays. (See [“Adding a Question.”](#))

- b. Click the type of question you want to add.

The **Details** screen for the new question displays.

- c. Create the question.

The question displays on the section’s **Details** screen.

- d. Optional: Continue adding questions to the section.  
 e. Click **Save**.  
 f. Click **Questions** to return to the **Questions** screen.

The section displays on the screen:

Question Text	Type	Points
<b>Parts of Speech Identification</b> Section <input type="checkbox"/>		
1. The CICADAS are smashed all over the parking lot.	Multiple Choice	1
2. Did you MOW the lawn yesterday?	Multiple Choice	1
3. My favorite makeup item is the PURPLE eyeliner.	Multiple Choice	1

If you click on the title of the section, you can delete or reorder questions on the section **Details** screen.



**Caution:** If you delete a section from the activity's **Details** screen, all questions in that section are deleted along with it.

## Moving Questions Into Sections

If you already created a question and later decide you want to move it into a section:

1. On the **Questions** screen, click the text of the question you want to move into a section.

Question Text	Type	Points
<b>The Lungs</b> Section <input type="checkbox"/>		
1. What is the function of the lungs?	Multiple Choice	1
2. Emphysema is a disease affecting the lungs.	True/False	1
3. The lung on the right side of your body is divided into two lobes while the lung ...	True/False	1
4. The average adult breathes how many times a minute?	Multiple Choice	1

The **Details** screen displays.

- In the **Section** drop-down list, select the name of the section to which you want to move the question.

The Respiratory System      Type: Multiple Choice      Section: No Section

Question Text: The average adult breathes how many times a minute?

Points: 1

Resources: Add a Resource

Options:  Scramble Choices

Style:  Text     Picture

Label Set: Alpha (A, B, C)

Answers	Is Correct
40 to 60	<input type="radio"/> ✗
1 to 10	<input type="radio"/> ✗
12 to 20	<input checked="" type="radio"/> ✗
100	<input type="radio"/> ✗

Add another answer

Save

- Click **Save**.

When you return to the **Questions** screen, the question now displays at the bottom of the section to which you moved it.

The Respiratory System      Questions: 4      Points: 4

OFF    Reorder    Delete    Select All

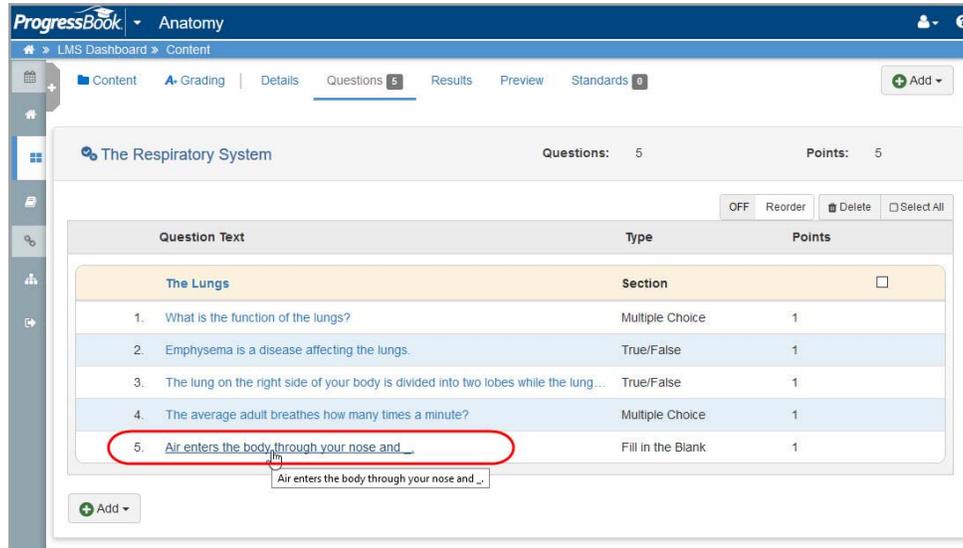
Question Text	Type	Points
<b>The Lungs</b> Section <input type="checkbox"/>		
1. What is the function of the lungs?	Multiple Choice	1
2. Emphysema is a disease affecting the lungs.	True/False	1
3. The lung on the right side of your body is divided into two lobes while the lung ...	True/False	1
4. The average adult breathes how many times a minute?	Multiple Choice	1

Add

## Moving Questions Out of Sections

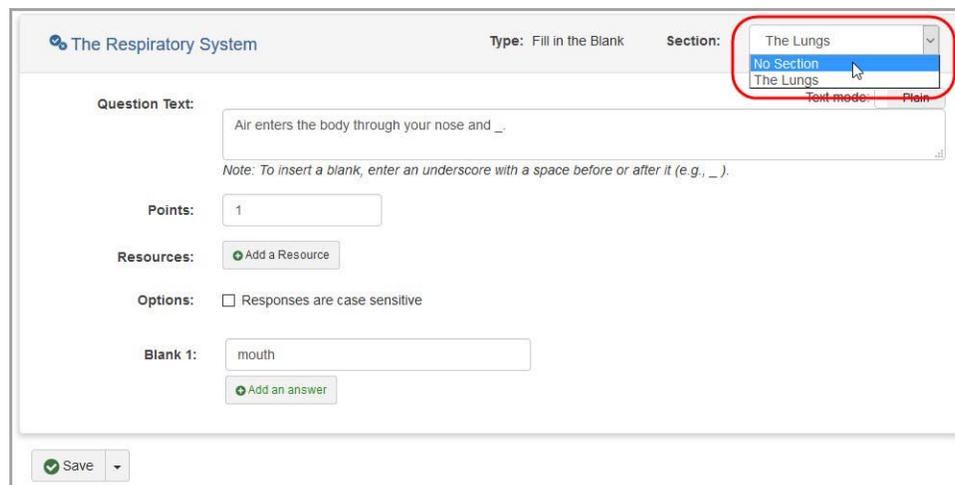
If you created a section and decide you do not want a particular question in it:

1. On the **Questions** screen, click the text of the question you want to move out of a section.



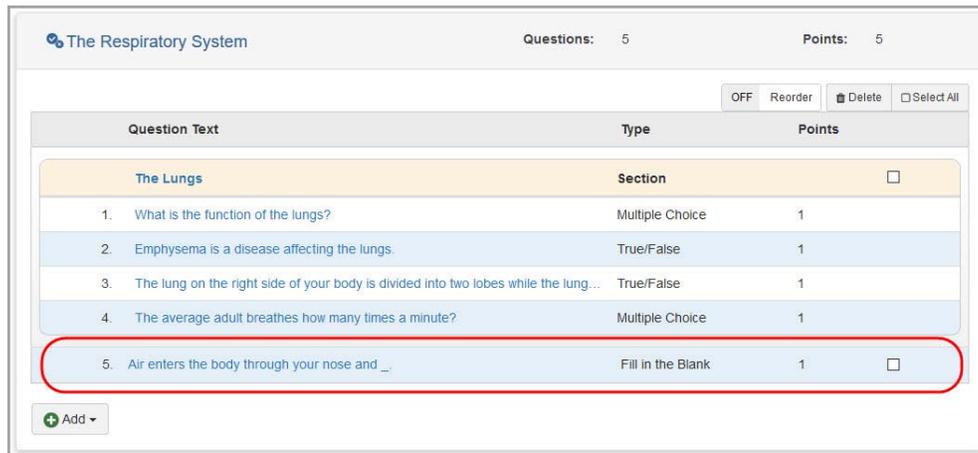
The **Details** screen displays.

2. In the **Section** drop-down list, select **No Section**.



3. Click **Save**.

On the **Questions** screen, the question now displays at the bottom of the quiz outside of the section from which you moved it.

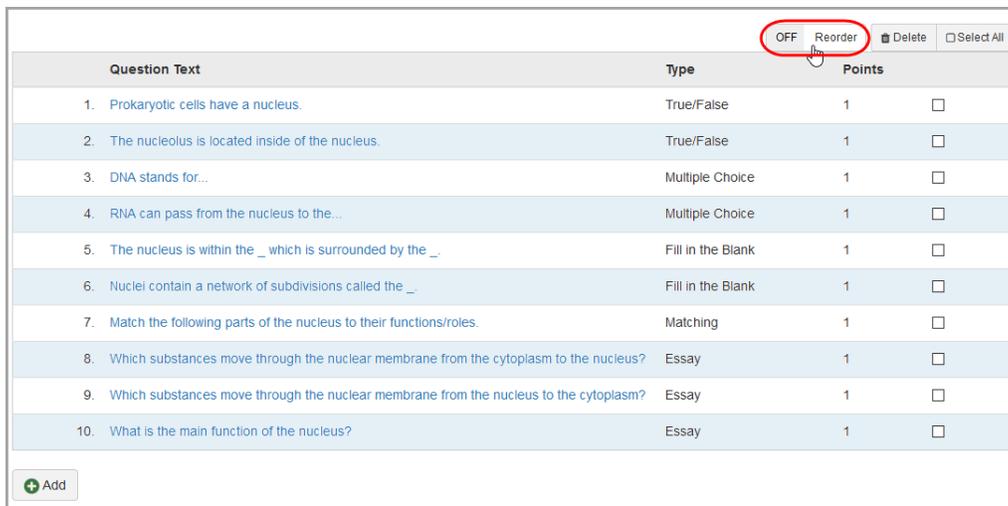


## Reordering Questions

You can reorder questions in an activity or section to change the sequence in which they display.

**Note:** You can also use these steps to reorder other types of content within an activity.

1. On an activity's **Questions** screen, click **Reorder** to toggle the button to **ON**.



2. Select one of the following ways to reorder questions:

- Hover your cursor over  next to the question you want to move, and then click and hold it to drag the question anywhere else in the list of questions.

Question Text				Type	Points	
	1.	Prokaryotic cells have a nucleus.	True/False	1		↓
	2.	The nucleolus is located inside of the nucleus.	True/False	1		↑ ↓
	3.	DNA stands for...	Multiple Choice	1		↑ ↓
	4.	RNA can pass from the nucleus to the...	Multiple Choice	1		↑ ↓
	6.	Nuclei contain a network of subdivisions called the _.	Fill in the Blank	1		↑ ↓
	5.	The nucleus is within the _ which is surrounded by the _.	Fill in the Blank	1		↑
	7.	Match the following parts of the nucleus to their functions/roles.	Matching	1		↑ ↓
	8.	Which substances move through the nuclear membrane from the cytoplasm to the nucleus?	Essay	1		↑ ↓
	9.	Which substances move through the nuclear membrane from the nucleus to the cytoplasm?	Essay	1		↑ ↓
	10.	What is the main function of the nucleus?	Essay	1		↑ ↓

Reorder **ON**  Delete  Select All

 Add

- Click  in the row of any question to move it up one slot, or click  in the row of any question to move it down one slot.

Question Text				Type	Points	
	1.	Prokaryotic cells have a nucleus.	True/False	1		↓
	2.	The nucleolus is located inside of the nucleus.	True/False	1		↑ ↓
	3.	DNA stands for...	Multiple Choice	1		↑ ↓
	4.	RNA can pass from the nucleus to the...	Multiple Choice	1		↑ ↓
	5.	The nucleus is within the _ which is surrounded by the _.	Fill in the Blank	1		↑ ↓
	6.	Nuclei contain a network of subdivisions called the _.	Fill in the Blank	1		↑ ↓
	7.	Match the following parts of the nucleus to their functions/roles.	Matching	1		↑ ↓
	8.	Which substances move through the nuclear membrane from the cytoplasm to the nucleus?	Essay	1		↑ ↓
	9.	Which substances move through the nuclear membrane from the nucleus to the cytoplasm?	Essay	1		↑ ↓
	10.	What is the main function of the nucleus?	Essay	1		↑

Reorder **ON**  Delete  Select All

 Add

A confirmation message displays, and the questions display in the new order.

Question Text				Type	Points	
	1.	Prokaryotic cells have a nucleus.	True/False	1		↓
	2.	The nucleolus is located inside of the nucleus.	True/False	1		↑ ↓
	3.	DNA stands for...	Multiple Choice	1		↑ ↓
	4.	RNA can pass from the nucleus to the...	Multiple Choice	1		↑ ↓
	5.	Nuclei contain a network of subdivisions called the _.	Fill in the Blank	1		↑ ↓
	6.	The nucleus is within the _ which is surrounded by the _.	Fill in the Blank	1		↑ ↓
	7.	Match the following parts of the nucleus to their functions/roles.	Matching	1		↑ ↓
	8.	Which substances move through the nuclear membrane from the cytoplasm to the nucleus?	Essay	1		↑ ↓
	9.	Which substances move through the nuclear membrane from the nucleus to the cytoplasm?	Essay	1		↑ ↓
	10.	What is the main function of the nucleus?	Essay	1		↑

Reorder **ON**  Delete  Select All

 Add

**Note:** If the activity contains a section, all of the questions in the section are reordered together as a unit. You must click the title of the section and reorder questions on the section's **Questions** screen.

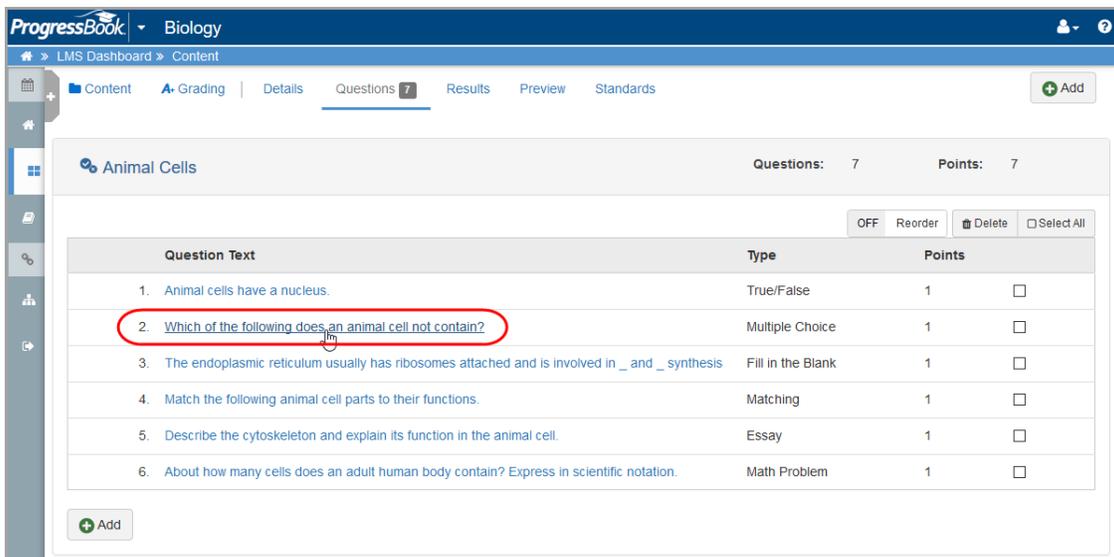
- Optional: To continue working on this screen, click **Reorder** to toggle the button to **OFF**.

## Editing Questions

You can edit questions in your quizzes.

**Note:** You can also use these steps to edit other types of content within an activity.

- On an activity's **Questions** screen, click the text of the question you want to edit.



Question Text	Type	Points	
1. Animal cells have a nucleus.	True/False	1	<input type="checkbox"/>
2. Which of the following does an animal cell not contain?	Multiple Choice	1	<input type="checkbox"/>
3. The endoplasmic reticulum usually has ribosomes attached and is involved in _ and _ synthesis.	Fill in the Blank	1	<input type="checkbox"/>
4. Match the following animal cell parts to their functions.	Matching	1	<input type="checkbox"/>
5. Describe the cytoskeleton and explain its function in the animal cell.	Essay	1	<input type="checkbox"/>
6. About how many cells does an adult human body contain? Express in scientific notation.	Math Problem	1	<input type="checkbox"/>

- Make any desired changes.

3. Click **Save**.

**Animal Cells** Type: Multiple Choice

**Question Text:** Text mode: Plain  
Which of the following organelles does an animal cell not contain?

**Points:** 1

**Resources:** [Add a Resource](#)

**Options:**  Scramble Choices

**Style:**  Text  Picture

**Label Set:** Alpha (A, B, C)

**Answer Key:**

Answers	Is Correct
<input type="text" value="vacuole"/>	<input type="radio"/> <b>×</b>
<input type="text" value="nucleus"/>	<input type="radio"/> <b>×</b>
<input type="text" value="cell wall"/>	<input checked="" type="radio"/> <b>×</b>
<input type="text" value="ribosomes"/>	<input type="radio"/> <b>×</b>

[Add another answer](#)

**Save** [Add another of same type](#)

## Deleting Questions

You can delete questions from your activities.



**Caution:** *If you delete a question, you cannot recover it. Be certain that you no longer need the question before you delete it.*

1. On the activity's **Questions** screen, select the check box next to the question(s) you want to delete.
2. Above the **Question Text** grid, click **Delete**.

The screenshot shows the ProgressBook interface for a 'Punctuation Quiz' activity. The interface includes a navigation bar with 'Content', 'Grading', 'Details', 'Questions', 'Results', 'Preview', and 'Standards'. Below the navigation bar, there are tabs for 'OFF', 'Reorder', 'Delete', and 'Select All'. The 'Delete' button is circled in red. Below the tabs is a table with columns for 'Question Text', 'Type', and 'Points'. The table contains four rows of questions. The first row is a 'Section' header. The second, third, and fourth rows are individual questions. The 'Delete' button is circled in red, and a red checkmark is visible in the bottom right corner of the table.

Question Text	Type	Points
Periods	Section	
1. Periods are always used after _ sentences, and they are usually used after _ sentences.	Fill in the Blank	1
2. If a sentence ends with an abbreviation, the period used for the abbreviation also serves ...	True/False	1
3. Which of these sentences has the period in the correct place?	Multiple Choice	1
4. A period is used to ask a question.	True/False	1

**Note:** *A confirmation message displays briefly at the top right of the screen with an **Undo** button, so you can recover the item if you deleted it accidentally.*

The question no longer displays in the list.

**Note:** *Activities already assigned to students still contain the deleted question. If you do not want students to see that question, you must unpublish the activity and create a new assignment from the activity. See [“Unassigning an Activity.”](#)*

## Assigning Activities

You can assign an activity and indicate the time period in which the students can work on it.

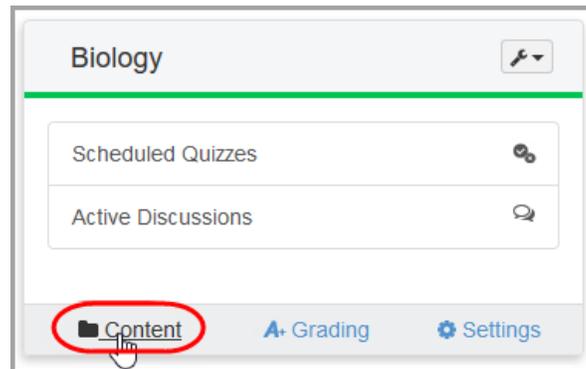
Refer to the appropriate section as follows:

- To assign any activity from VirtualClassroom, see [“Assigning Activities from VirtualClassroom.”](#)
- To view the activities you have assigned, see [“Viewing Class Progress on Activities.”](#)

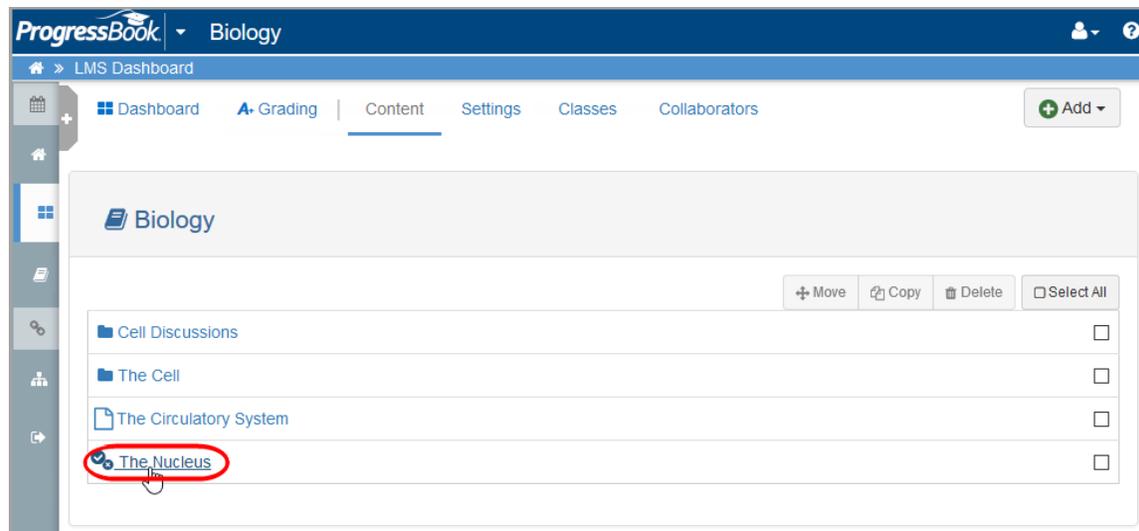
## Assigning Activities from VirtualClassroom

You must create the activity before assigning it to your students in GradeBook. To create an activity, see [“Creating Quizzes”](#) or [“Creating Discussions.”](#) To add content to the activity before assigning it, see [“Adding Content to Quizzes”](#) or [“Adding Discussion Guidelines.”](#)

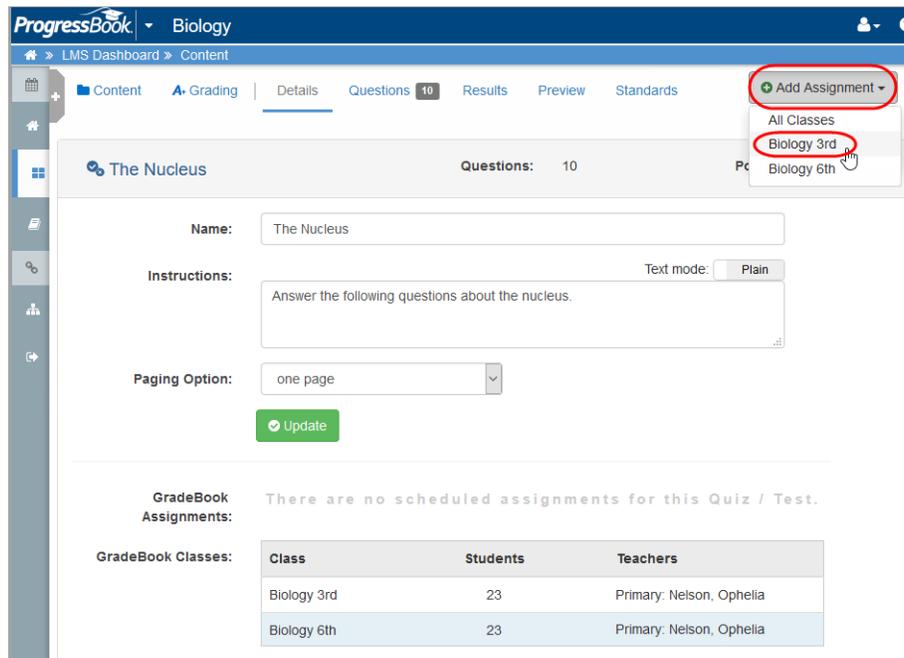
1. On the **Dashboard** screen, click **Content** on the course in which you would like to link to an activity.



2. On the **Content** screen, click the name of the activity you want to assign.



- On the top right of the screen, click **Add Assignment**, then select the linked class to which you want to assign the activity. (For help on tying VirtualClassroom courses to GradeBook classes, see [“Tying Courses to GradeBook Classes.”](#))



**Note:** If you want to assign the activity to all of your classes, after clicking **Add Assignment**, select **All Classes**. The first class in the tied list of classes is used when you are redirected to the **Assignment Details** screen. The remaining classes are automatically selected in the **Share the assignment with the following classes** section.

The **Assignment Details** screen in GradeBook displays.

- In the first section of the **Assignment Details** screen, enter the desired assignment details. (For more information on these fields, see *ProgressBook GradeBook Teacher Guide*.)

**Note:** Generally, the total point value of the activity should match the point value of the assignment. However, you can make the assignment worth fewer points than the activity if you want to let students earn extra credit.

- Optional: In the **Assign to Student Group** drop-down list, select the student group(s) to whom you want to assign this activity.
- In the third section, select the desired assignment options. (For more information on these options, see *ProgressBook GradeBook Teacher Guide*.)
- In the final section, in the **Allow students to work on the activity from** field, enter or select the date and time when students can begin working on the activity.
- Optional: Specify details about the activity using any or all of the following options:
  - If you are assigning a test/quiz type activity:

- i. To set an end date and time when students can no longer work on the activity, in the **(Allow students to work on the activity) to** field, enter or select the date and time. (For example, you might allow two days for students to complete online homework but a period of only 45 minutes on a specific date and time for students to complete an online test.)
- ii. To review (and edit) auto-scored student marks before they are posted to GradeBook, select the **Preview before post?** check box. If you do not select this option, marks automatically post to GradeBook after scoring.
- iii. To allow students to view their answers after they submit the activity to be graded, select the **Allow students to view their answers?** check box.
- iv. If you want to allow students to see the correct answers, select the **Let student see the correct answers?** check box.
  - If you want to designate a specific time period during which students can see the correct answers, in the **Show correct answers from** and **to** fields, enter or select the start and end date and time when the correct answers will display.
  - If you want to allow students to always see the correct answers after the activity has been graded, leave both fields blank.
- v. To scramble items within the activity so that students do not all see the questions in the same order, select the **Scramble the questions?** check box.

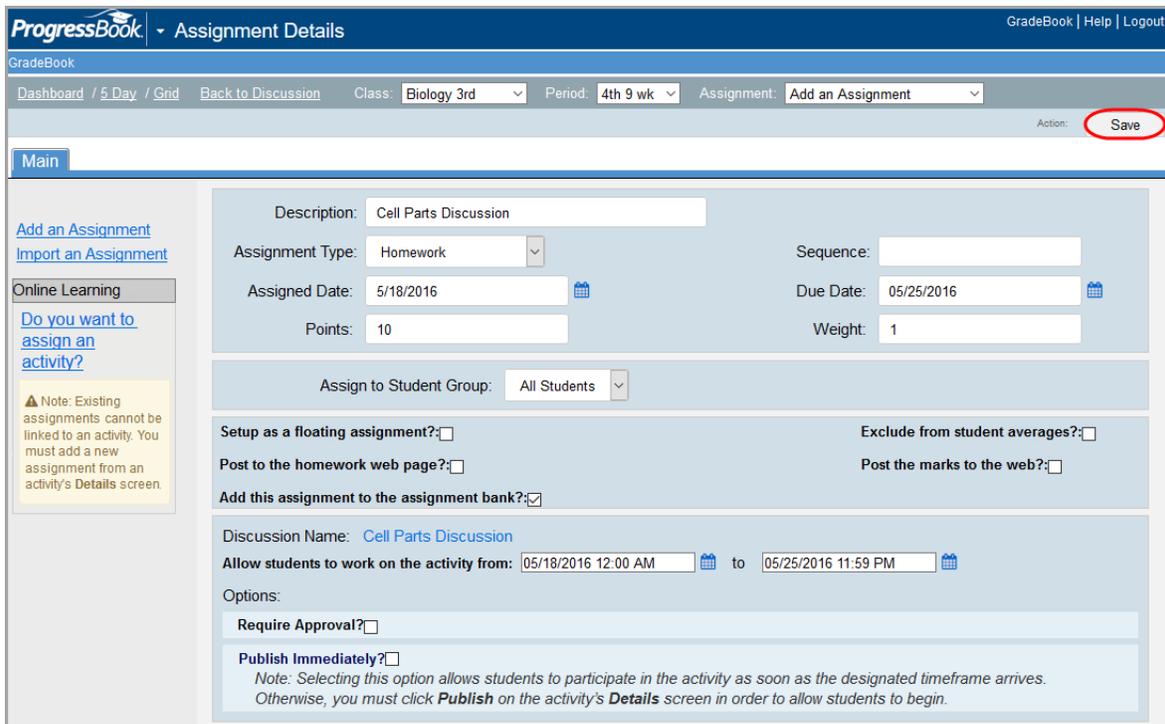
**Note:** *Selecting this option also scrambles all items in the activity, including **Text or Resource** content (see “[Adding Text or Resources.](#)”). To scramble only questions within a group, see “[Creating Sections.](#)”*

- vi. If you have requested that students upload a file in the activity, select the **Google document submissions shared for comment?** check box to designate student Google Drive uploads as live links to their documents. This allows you to write comments directly into student work. If you do not select this check box, student Google Drive submissions are uploaded as Microsoft Word documents.

- vii. If you want this quiz available as soon as the designated time-frame arrives, select the **Publish Immediately?** check box. Otherwise, you must click **Publish** on the activity's **Details** screen in VirtualClassroom when you want students to be able to take it.

The screenshot shows the 'Assignment Details' page in ProgressBook. The page is for a quiz titled 'The Nucleus' in the 'Biology 3rd' class, '4th 9 wk' period. The assignment is set for '05/18/2016' at 12:00 AM and is due on '05/20/2016' at 11:59 PM. It is worth 10 points and has a weight of 1. The assignment is assigned to 'All Students'. The 'Publish Immediately?' checkbox is checked. The page includes various options for previewing, allowing students to view answers, and scrambling questions. A note on the left side of the page states: 'Note: Existing assignments cannot be linked to an activity. You must add a new assignment from an activity's Details screen.'

- b. If you are assigning a discussion type activity:
- In the **Allow students to work on the activity from** and **to** fields, enter or select the date and time when students can begin posting to the discussion and the end date and time after which students can no longer post to the discussion.
  - If you want to review and approve student posts before they are visible to other students, select the **Require Approval?** check box.
  - If you want this discussion available as soon as the time-frame arrives, select the **Publish Immediately?** check box. Otherwise, you must click **Publish** on the discussion's **Details** screen in VirtualClassroom when you want students to be able to participate.

9. Click **Save**.


ProgressBook Assignment Details GradeBook | Help | Logout

GradeBook

Dashboard / 5 Day / Grid Back to Discussion Class: Biology 3rd Period: 4th 9 wk Assignment: Add an Assignment Action: **Save**

Main

Add an Assignment  
Import an Assignment

Online Learning  
Do you want to assign an activity?

⚠ Note: Existing assignments cannot be linked to an activity. You must add a new assignment from an activity's Details screen.

Description: Cell Parts Discussion

Assignment Type: Homework Sequence:

Assigned Date: 5/18/2016 Due Date: 05/25/2016

Points: 10 Weight: 1

Assign to Student Group: All Students

Setup as a floating assignment?:  Exclude from student averages?:

Post to the homework web page?:  Post the marks to the web?:

Add this assignment to the assignment bank?:

Discussion Name: Cell Parts Discussion

Allow students to work on the activity from: 05/18/2016 12:00 AM to 05/25/2016 11:59 PM

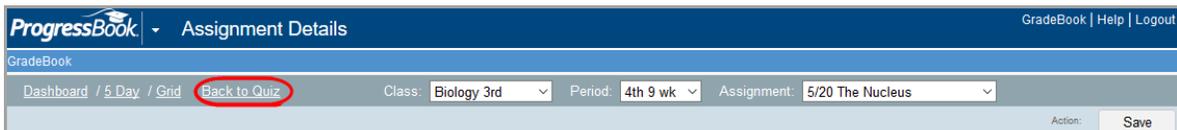
Options:

Require Approval?:

Publish Immediately?:

Note: Selecting this option allows students to participate in the activity as soon as the designated timeframe arrives. Otherwise, you must click **Publish** on the activity's **Details** screen in order to allow students to begin.

A confirmation message displays briefly to confirm that your changes have been saved.

10. Click **Back to Quiz** or **Back to Discussion**, depending on which type of activity you assigned.


ProgressBook Assignment Details GradeBook | Help | Logout

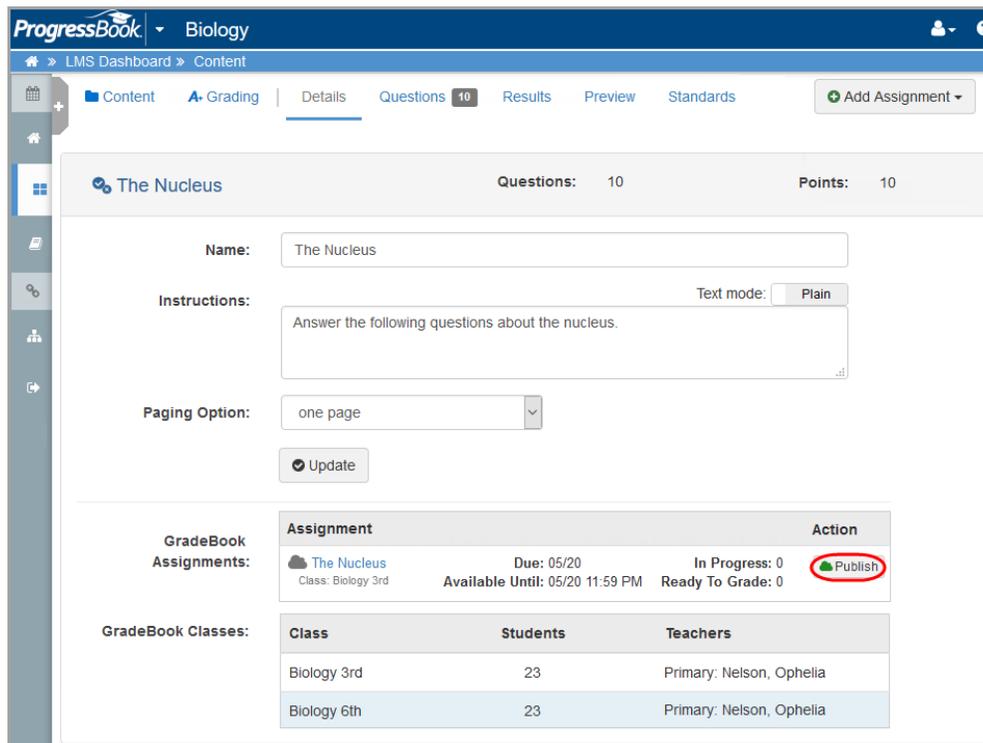
GradeBook

Dashboard / 5 Day / Grid **Back to Quiz** Class: Biology 3rd Period: 4th 9 wk Assignment: 5/20 The Nucleus Action: Save

The **Details** screen for the activity displays.

11. When you are ready for students to see the activity online, in the **GradeBook Assignments** area, in the **Action** column, click **Publish**.

**Note:** If you selected the **Publish Immediately?** check box on the **Assignment Details** screen, you do not need to complete this step.

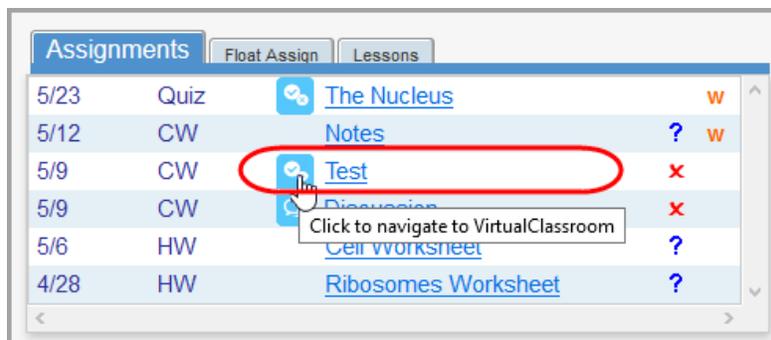


**Note:** To view the activity linked to the assignment on the **Class Dashboard**, see [“Viewing Class Progress on Activities.”](#)

**Note:** To unassign an activity, see [“Unassigning and Deleting Activities.”](#)

## Viewing Class Progress on Activities

1. On the **Class Dashboard** screen **Assignments** tab in GradeBook, note the  (quiz) icon or the  (discussion) icon beside any assignment, indicating it has a VirtualClassroom activity linked to it. To view the **Details** screen for an activity, click the icon that displays next to the activity name. (Clicking the name of the activity itself takes you to the **Assignment Marks** screen in GradeBook.)



The **Details** screen for the activity displays in VirtualClassroom.

2. View class progress on the activity:

- **In Progress** – displays the number of students in the process of taking the quiz or who have begun participating in the discussion
- **Ready to Grade** – number of students who have submitted the activity for grading

**Note:** In the **GradeBook Classes** area, you can view how many students are in each of your linked classes.

The screenshot shows the 'Details' page for an activity named 'Las Comidas'. The top navigation bar includes 'Content', 'Grading', 'Details', 'Questions', 'Results', 'Preview', and 'Standards'. The activity name 'Las Comidas' is displayed, along with 'Questions: 1' and 'Points: 1'. The 'Name' field contains 'Las Comidas'. The 'Instructions' field is empty, and the 'Text mode' is set to 'Plain'. The 'Paging Option' is set to 'one page'. There is an 'Update' button. Below this, the 'GradeBook Assignments' section shows a table with one assignment: 'Las Comidas' assigned to 'Class: Period 4 Espanol 1', with a due date of '06/21' and an available until date of '06/21'. The assignment status is 'In Progress: 8' and 'Ready To Grade: 19'. There is an 'Unpublish' button. The 'GradeBook Classes' section shows a table with two classes: 'Period 4 Espanol 1' with 27 students and 'Period 8 Espanol 1' with 19 students. Both classes are assigned to 'Primary: Marlow, Daisy'.

Assignment	Action
Las Comidas Class: Period 4 Espanol 1 Due: 06/21 Available Until: 06/21 In Progress: 8 Ready To Grade: 19	Unpublish

Class	Students	Teachers
Period 4 Espanol 1	27	Primary: Marlow, Daisy
Period 8 Espanol 1	19	Primary: Marlow, Daisy

## Unassigning and Deleting Activities

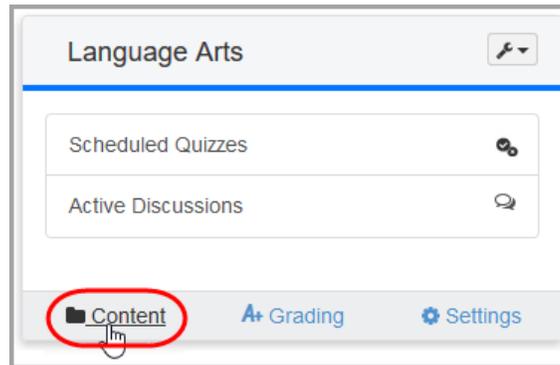
You can unassign and delete activities as well as delete assignments.

- To unassign an activity without deleting an activity or assignment, see [“Unassigning an Activity.”](#)
- To delete an activity without removing its linked assignments, see [“Deleting an Activity.”](#)
- To delete an assignment linked to an activity while retaining the activity, see [“Deleting an Assignment Linked to an Activity.”](#)

## Unassigning an Activity

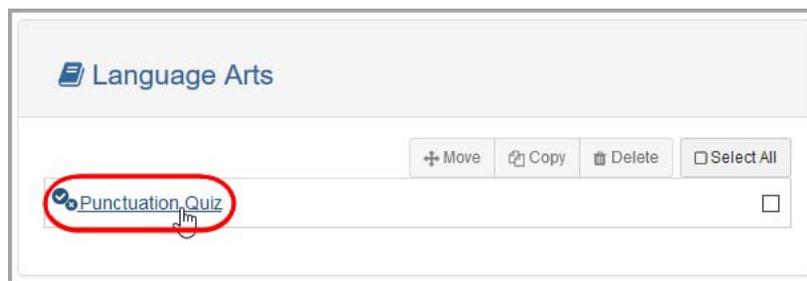
You can unassign an activity to your students without deleting the activity or completed assignment grades. Unassigning an activity is typically used to correct mistakes in the activity *before* students have begun taking it.

1. On the **Dashboard** screen, click **Content** on the course containing the activity you want to unassign.



The **Content** screen displays.

2. Click the name of the activity you want to unassign.



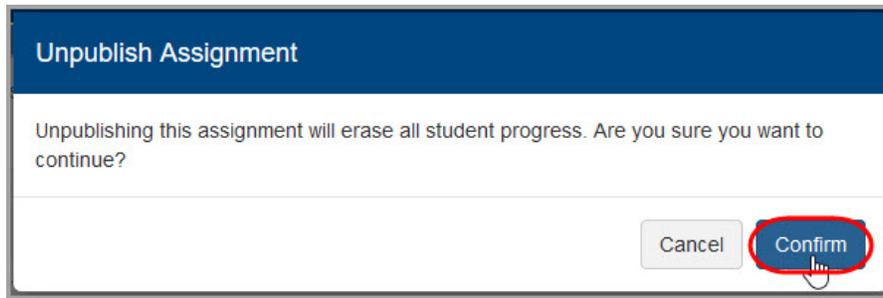
The **Details** screen displays.

3. In the **GradeBook Assignments** area, in the **Action** column, click **Unpublish**.

GradeBook Assignments:	Assignment			Action
	Punctuation Quiz Class: Language Arts 3: 2	Due: 05/31 Available Until: 05/31	In Progress: 26 Ready To Grade: 0	Unpublish
GradeBook Classes:	Class	Students	Teachers	
	Language Arts 3: 2	26	Primary: Trudeau, Valerie	
	Language Arts 3: 4	23	Primary: Trudeau, Valerie	

The **Unpublish Assignment** window displays asking you to confirm that you want to unpublish the activity.

4. Click **Confirm**.



The activity is unassigned and students can no longer take the activity. Marks remain in GradeBook for students on any existing assignments that were linked to the activity previously. If you publish a quiz again after unpublishing it, student responses given the first time it was published remain. If you publish a discussion again after unpublishing it, student posts created the first time it was published also remain.

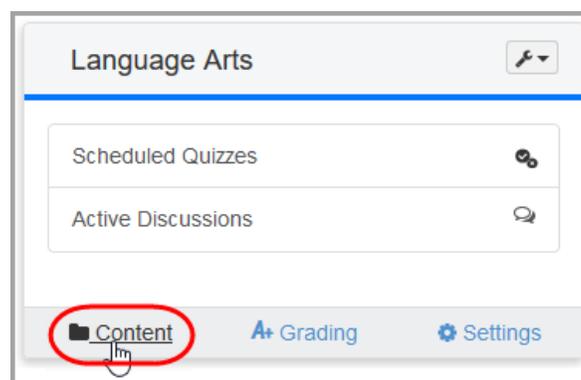
If you want to erase student answers or posts, you must delete the assignment in GradeBook. See [“Deleting an Assignment Linked to an Activity.”](#) Then, you must create a new activity.

## Deleting an Activity

If you no longer want to use an activity as part of your instruction, you can delete it. Each course has its own **Recycle Bin**, and deleted activities are sent to the corresponding recycle bin, remaining there until the start of the next school year. Graded assignments that were linked to this activity remain in GradeBook.

**Note:** While deleting an activity does not delete existing assignments in GradeBook, if you decide you want students to take the activity, you must restore it from the **Recycle Bin** and create a new assignment.

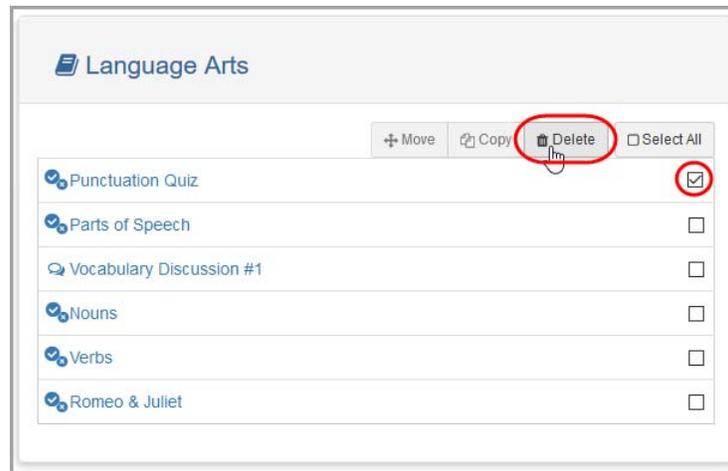
1. On the **Dashboard** screen, click **Content** on the course containing the activity you want to delete.



The **Content** screen displays.

2. Select the check box in the row of the activity you want to delete.

3. Click **Delete**.



The activity is now deleted from the **Content** screen. It remains in the **Recycle Bin** for the course, from where you can restore the activity at any time. See [“Recovering Deleted Content.”](#)

**Note:** If you click the  icon or the  icon next to an assignment on the **Class Dashboard** to return to VirtualClassroom, a message displays on the activity’s **Details** screen indicating that it has been deleted.

## Deleting an Assignment Linked to an Activity

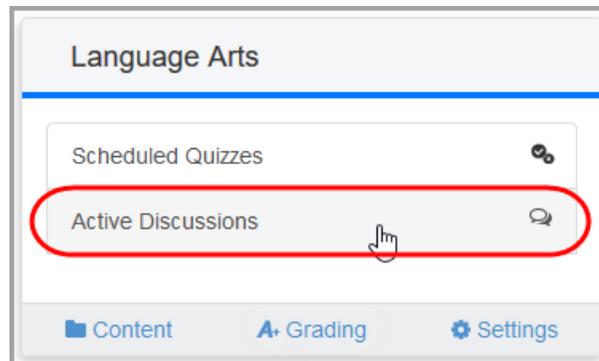
If you want to delete an assignment from GradeBook but want to keep its associated activity for later use, see *ProgressBook GradeBook Teacher Guide*. Deleting an assignment removes any grades associated with the activity, but the activity itself remains in VirtualClassroom so you can create more assignments for it in the future.

**Note:** Deleting an assignment after students have begun the activity erases all student answers.

## Moderating Discussions

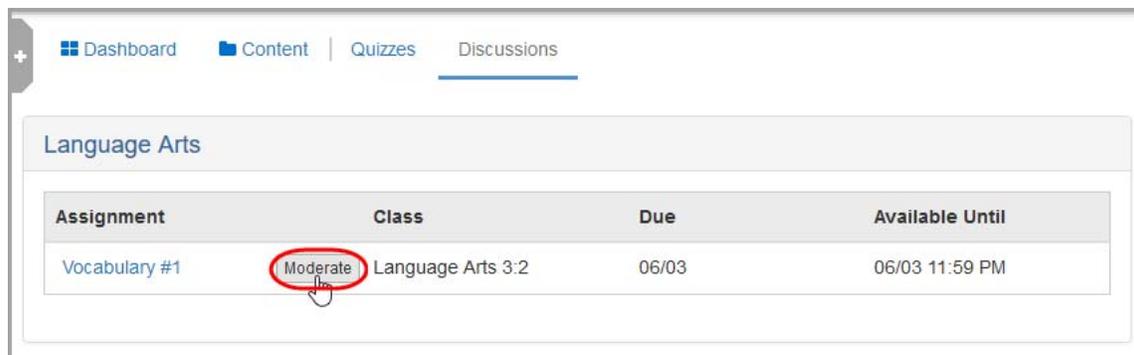
If you selected the **Require Approval?** check box on the **Assignment Details** screen when you assigned a discussion, you must approve posts before students can see them in the discussion thread. As you review and approve the posts, you can also post comments for all students to see or post a direct message to a specific student.

1. On the **Dashboard** screen, click **Active Discussions** on the course whose discussion you want to moderate.



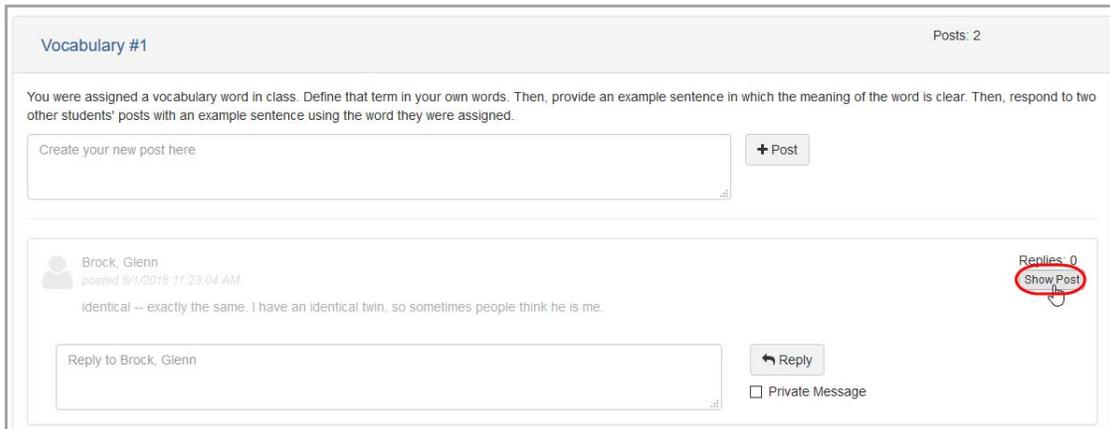
The **Discussions** grading screen for the course displays.

2. In the **Assignment** column, click **Moderate** on the discussion for which you want to review and approve posts.

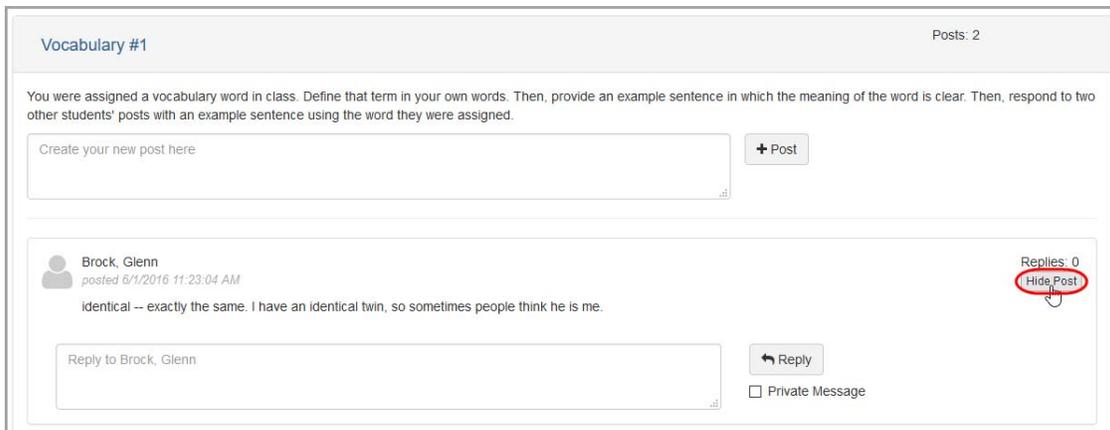


The **Grading** screen for the discussion displays.

3. Depending on your selections when you assigned the discussion, choose one of the following options to approve or disapprove student posts:
  - If you selected **Require Approval?** on the **Assignment Details** screen when you assigned the discussion, you must approve student posts before they display in the discussion thread for other students to view and reply to. Review the posts awaiting moderation, then click **Show Post** to approve the posts you want to make visible.



- If you did not select **Require Approval?** on the **Assignment Details** screen when you assigned the discussion, all posts are visible by default. If you do not want certain posts to display in the discussion thread, click **Hide Post** to unapprove the post and remove it from the discussion thread so that it is not visible to other students.



4. Optional: To post a comment that displays for all students, enter a comment in the **Create your new post here** field, and then click **Post**. Or enter a comment in the **Reply to (student name)** field below any post, and then click **Reply**.
5. Optional: To post a comment that displays for only a specific student, select the **Private Message** check box, enter a comment in the **Reply to (student name)** field, and then click **Reply**.

## Reviewing Activity Results

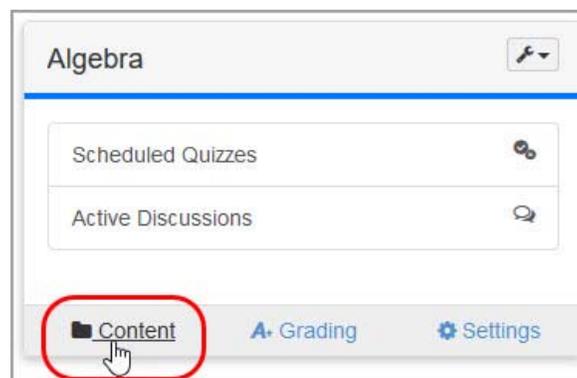
After any quiz marks have been posted to GradeBook, you can view student results in one of three ways:

- by **Question** (see [“Review Results by Question”](#))
- by **Standard** (see [“Review Results by Standard”](#))
- by **Standard Summary** (see [“Review Results by Standard Summary”](#))

### Review Results by Question

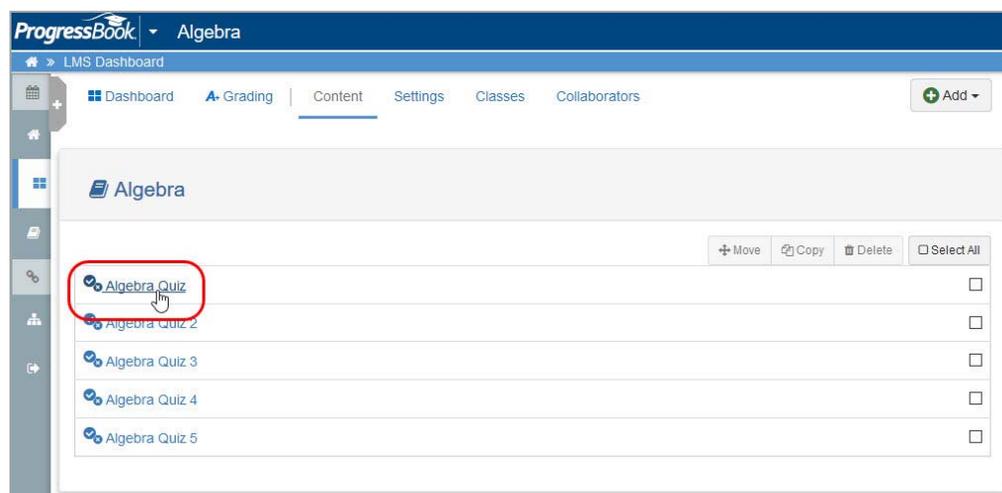
You can view each student’s answers to questions as well as their overall score on the activity.

1. On the **Dashboard** screen, on the course containing the activity for which you want to view results, click **Content**.



The **Content** screen displays.

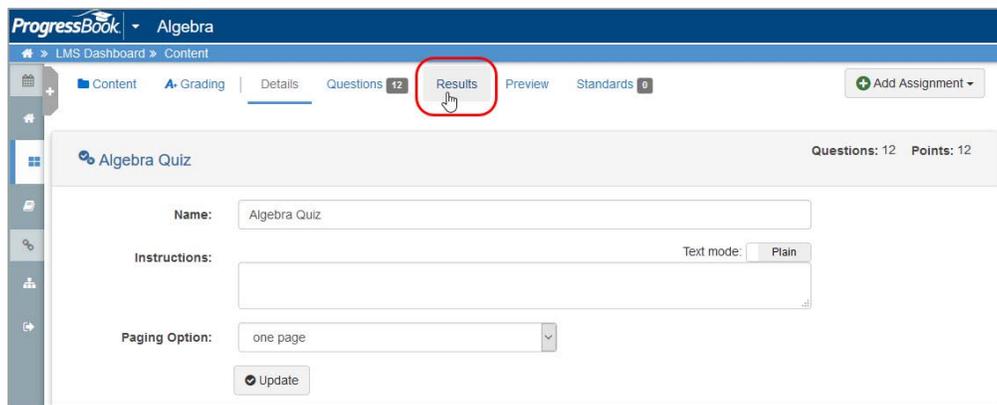
2. Click the name of the activity for which you want to view results.



The **Details** screen displays.

Activities

- At the top of the screen, click **Results**.

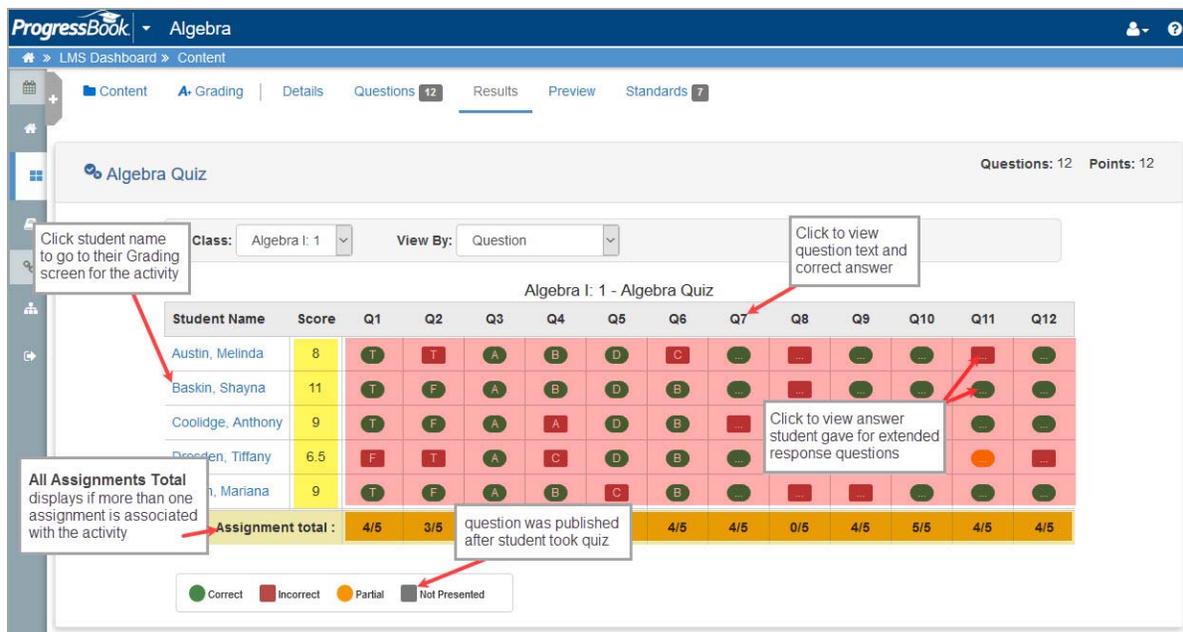


The **Results** screen displays.

- In the **Class** drop-down list, selected the desired class.
- Review the following data for each student:

**Note:** The sections are highlighted in this image for illustrative purposes. They do not appear highlighted in VirtualClassroom.

- the student's mark on the activity (shown in yellow)
- the answer the student gave for each question (shown in pink)
- the total number of students who answered each question correctly (shown in orange)



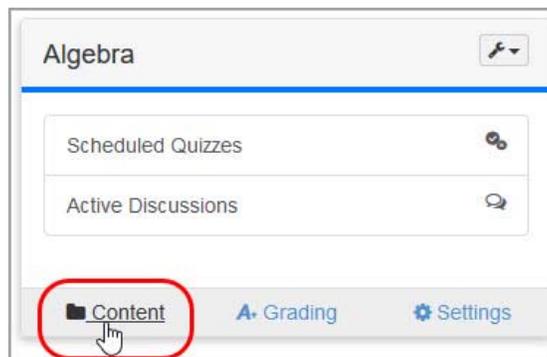
**Note:** For students whose quizzes have been marked for redo, the last graded student attempt displays.

## Review Results by Standard

You can view how well each student performed on each standard you added to the quiz's questions; if the quiz had multiple assignments created from it for the same class, each of these assignment's results display in a separate grid.

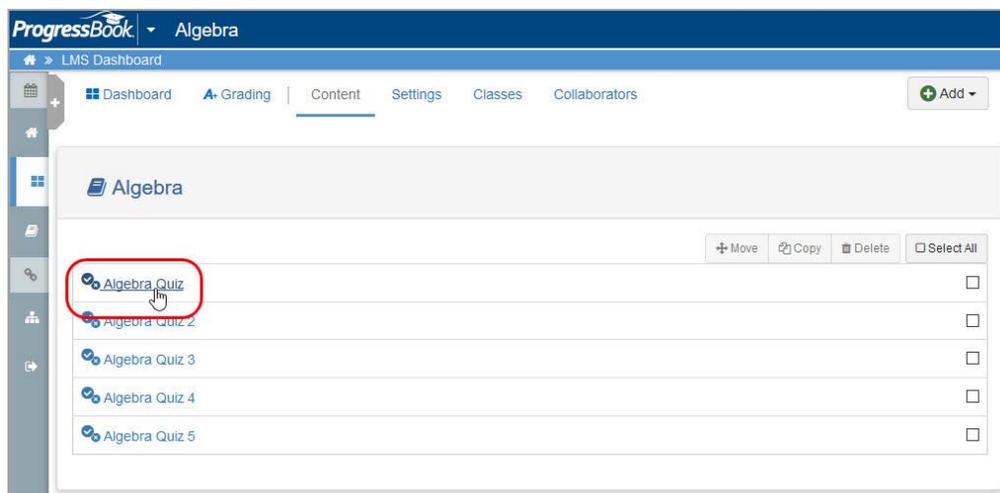
**Note:** If you added standards to the quiz but not to individual questions on the quiz, a message displays on the screen indicating that you must attach standards to questions and post marks to view results on this screen.

1. On the **Dashboard** screen, on the course containing the activity for which you want to view results, click **Content**.



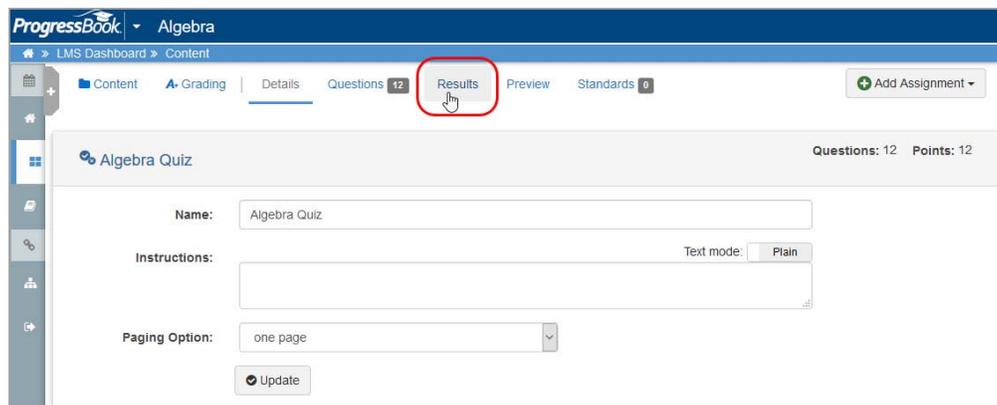
The **Content** screen displays.

2. Click the name of the activity for which you want to view results.



The **Details** screen displays.

- At the top of the screen, click **Results**.



The **Results** screen displays.

- In the **Class** drop-down list, select the desired class.
- In the **View By** drop-down list, select **Standard**.
- Review the following data for each student:

**Note:** The sections are highlighted in this image for illustrative purposes. They do not appear highlighted in VirtualClassroom.

- the student's percentage of correct answers overall (shown in teal)
- the student's percentage of correct answers given per standard (shown in yellow)
- the number of questions related to a particular standard with which a student was presented (shown in pink)
- the class (percentage) average of correct answers given per standard (shown in orange)

Algebra I: 1 - Algebra Quiz										
Student Name	Score	OH.Math.Content.HSA-CED.A.1	OH.Math.Content.HSA-REI.A.2	OH.Math.Content.HSA-REI.B.3	OH.Math.Content.HSA-R	Title of standard				
Austin, Melinda	66.67 %	1 100.00 %	2 50.00 %	4 50.00 %	3 66.67 %					
Baskin, Shayna	91.67 %	1 100.00 %	2 100.00 %	4 100.00 %	3 66.67 %					
Coolidge, Anthony	75.00 %	1 100.00 %	2 50.00 %	4 75.00 %	3 66.67 %					
Dresden, Tiffany	54.17 %	1 100.00 %	2 50.00 %	4 37.50 %	3 33.33 %					
Edison, Mariana	75.00 %	1 100.00 %	2 100.00 %	4 100.00 %	3 33.33 %					
<b>Assignment total :</b>	<b>100.00 %</b>	<b>70.00 %</b>	<b>72.50 %</b>	<b>53.33 %</b>						

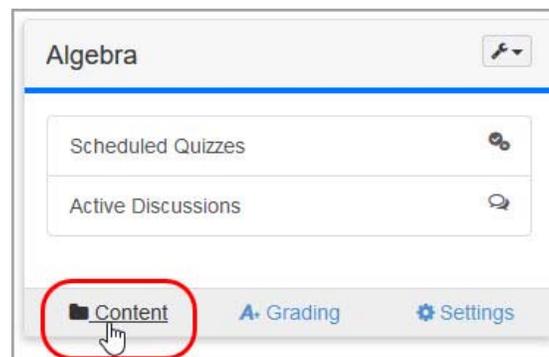
**Note:** For students whose quizzes have been marked for redo, the last graded student attempt displays.

## Review Results by Standard Summary

You can view how well each student performed on each standard you added to the quiz. If the quiz had multiple assignments created from it for the same class, all assignments are combined together in one grid.

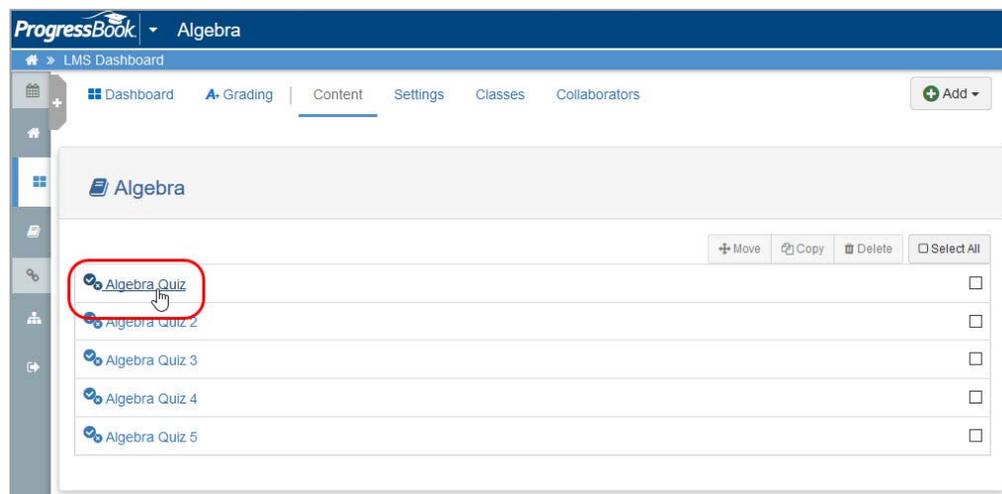
**Note:** If you added standards to the quiz but not to individual questions on the quiz, a message displays on the screen indicating that you must attach standards to questions and post marks to view results on this screen.

1. On the **Dashboard** screen, on the course containing the activity for which you want to view results, click **Content**.



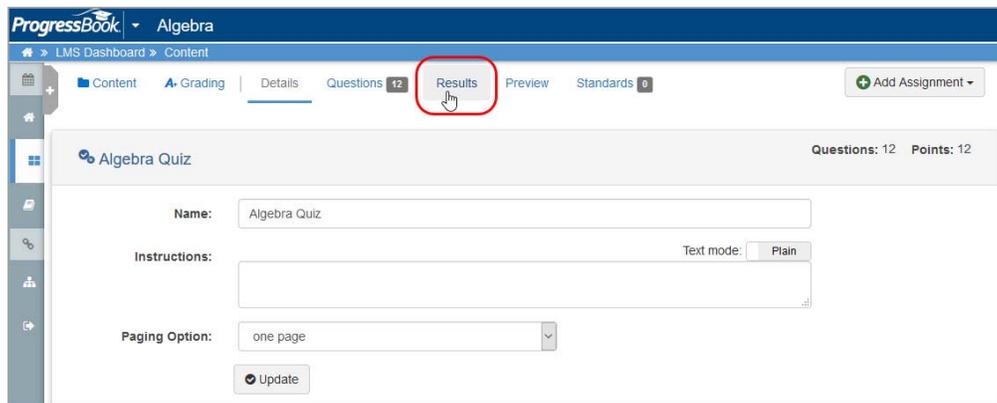
The **Content** screen displays.

2. Click the name of the activity for which you want to view results.



The **Details** screen displays.

- At the top of the screen, click **Results**.



The **Results** screen displays.

- In the **Class** drop-down list, selected the desired class.
- In the **View By** drop-down list, select **Standard Summary**.
- Review the following data for each student:

**Note:** The sections are highlighted in this image for illustrative purposes. They do not appear highlighted in VirtualClassroom.

- the student's percentage of correct answers overall (shown in teal)
- the student's percentage of correct answers per standard (shown in yellow)
- the number of questions related to a particular standard with which a student was presented (shown in pink)
- the class (percentage) average of correct answers given per standard (shown in orange)

Student Name	Score	1.Content.HSA-CED.A.1	OH.Math.Content.HSA-REI.A.2	OH.Math.Content.HSA-REI.B.3	OH.Math.Content.I
Austin, Melinda	66.67 %	1 100.00 %	2 50.00 %	4 50.00 %	3 66.6
Baskin, Shayna	91.67 %	1 100.00 %	2 100.00 %	4 100.00 %	3 66.6
Cook, Brian	Not Presented	Not Presented	Not Presented	Not Presented	Not Present
Coolidge, Anthony	75.00 %	1 100.00 %	2 50.00 %	4 75.00 %	3 66.6
Dresden, Tiffany	54.17 %	1 100.00 %	2 50.00 %	4 37.50 %	3 33.3
Edison, Mariana	75.00 %	1 100.00 %	2 100.00 %	4 100.00 %	3 33.3
<b>Standard total :</b>		<b>100.00 %</b>	<b>70.00 %</b>	<b>72.50 %</b>	<b>53.3</b>

**Note:** If “Not Presented” displays in any column, it means that the standard was not presented to the student in that row.

# Grading

Activities that are ready for you to grade display in a grading queue as students submit them. VirtualClassroom automatically scores the multiple choice, true/false, fill in the blank, and matching type questions. You must score the remaining questions and then post all marks to GradeBook. However, if an activity is made up entirely of questions that can be auto-scored, marks will be posted to GradeBook automatically unless you select the **Preview before post?** option when you create the activity.

Discussions display in a grading queue as of the discussion end date. VirtualClassroom automatically awards points to posts that students add to a discussion, but you can manually change the points for these submissions. You must then post all marks to GradeBook.

Refer to the appropriate section as follows:

- [“Grading Quizzes”](#)
- [“Grading Discussions”](#)

---

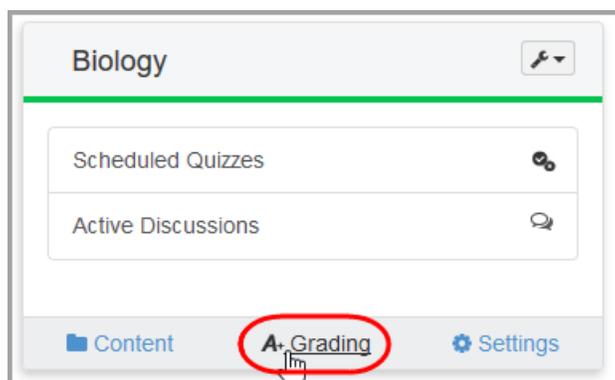
## Grading Quizzes

At any time after a student completes and submits an online activity, you can begin grading it.

**Note:** If you did not select **Preview before post?** on the **Assignment Details** screen while scheduling a quiz that contains **only** true/false, multiple choice, matching, and fill in the blank questions, student submissions from that activity will not display in the list of activities to grade, as they have already been posted to GradeBook.

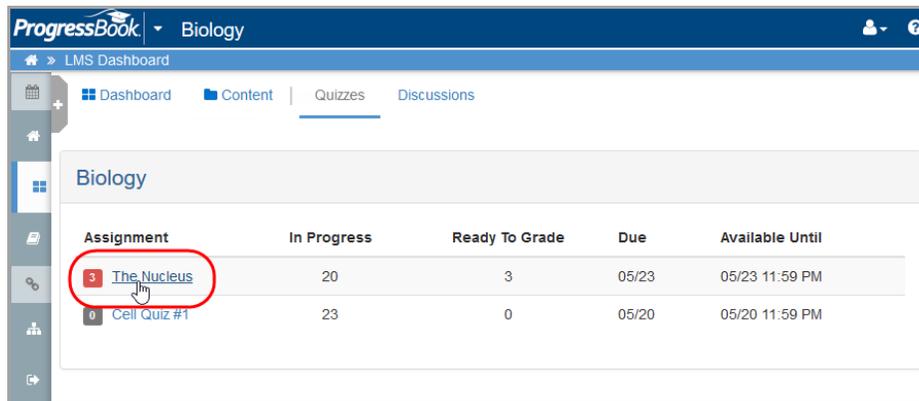
Quizzes that are ready for you to grade display in a grading queue as students complete them.

1. On the **Dashboard**, on the course with the activity you want to grade, click **Grading**.



The **Quizzes** screen displays with a list of assignments. Assignments with red indicators mean there are outstanding items to grade.

- Click the name of the quiz you want to grade.

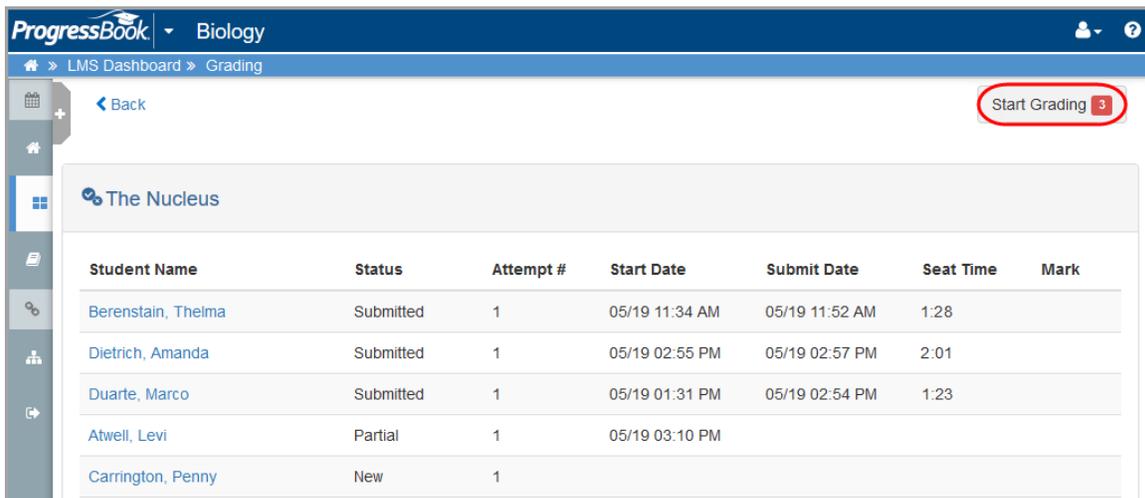


The grading screen for the quiz displays with student names. Review the following information:

- Status** – displays one of the following:
  - New** – student has not yet viewed the quiz
  - Viewed** – student has viewed the **Activity Details** screen in ParentAccess
  - Started** – student has clicked **Begin** but has not answered any questions
  - Submitted** – student has submitted quiz and can no longer edit responses
  - Partial** – student has answered at least one question on the quiz
  - Graded** – student’s quiz marks have been posted
  - Joined** – student was added to quiz after it was published
- Attempt #** – the number of times the student has attempted the quiz
- Start Date** – the date and time the student began the quiz
- Submit Date** – the date and time the student submitted the quiz for grading
- Seat Time** – the amount of time between when the student started the activity until the student submitted the activity
- Mark** – displays the student’s mark if you selected **Preview before post?** and if all the questions in the quiz can be autoscored (otherwise, scores display in this column after you grade the quizzes)

Student Name	Status	Attempt #	Start Date	Submit Date	Seat Time	Mark
Berenstain, Thelma	Submitted	1	05/19 11:34 AM	05/19 11:52 AM	1:28	
Dietrich, Amanda	Submitted	1	05/19 02:55 PM	05/19 02:57 PM	2:01	
Duarte, Marco	Submitted	1	05/19 01:31 PM	05/19 02:54 PM	1:23	
Atwell, Levi	Partial	1	05/19 03:10 PM			
Carrington, Penny	New	1				

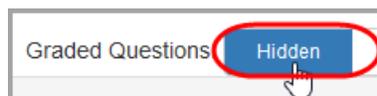
- To begin grading, click the name of the student whose quiz you want to grade. Or, on the top right of the screen, click **Start Grading** to begin grading the quiz that belongs to the first student in the list.



Student Name	Status	Attempt #	Start Date	Submit Date	Seat Time	Mark
Berenstain, Thelma	Submitted	1	05/19 11:34 AM	05/19 11:52 AM	1:28	
Dietrich, Amanda	Submitted	1	05/19 02:55 PM	05/19 02:57 PM	2:01	
Duarte, Marco	Submitted	1	05/19 01:31 PM	05/19 02:54 PM	1:23	
Atwell, Levi	Partial	1	05/19 03:10 PM			
Carrington, Penny	New	1				

The grading screen for the quiz of the student you selected displays.

- Optional: If you want to review questions that were auto-scored, toggle **Graded Questions** to **Visible** by clicking **Hidden**.

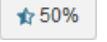
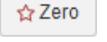


- On the student's grading screen, review the answers, noting the following symbols:
  - ✓ – student gave the correct answer
  - ✗ – student gave an incorrect answer
  - ⚠ – question requires grading

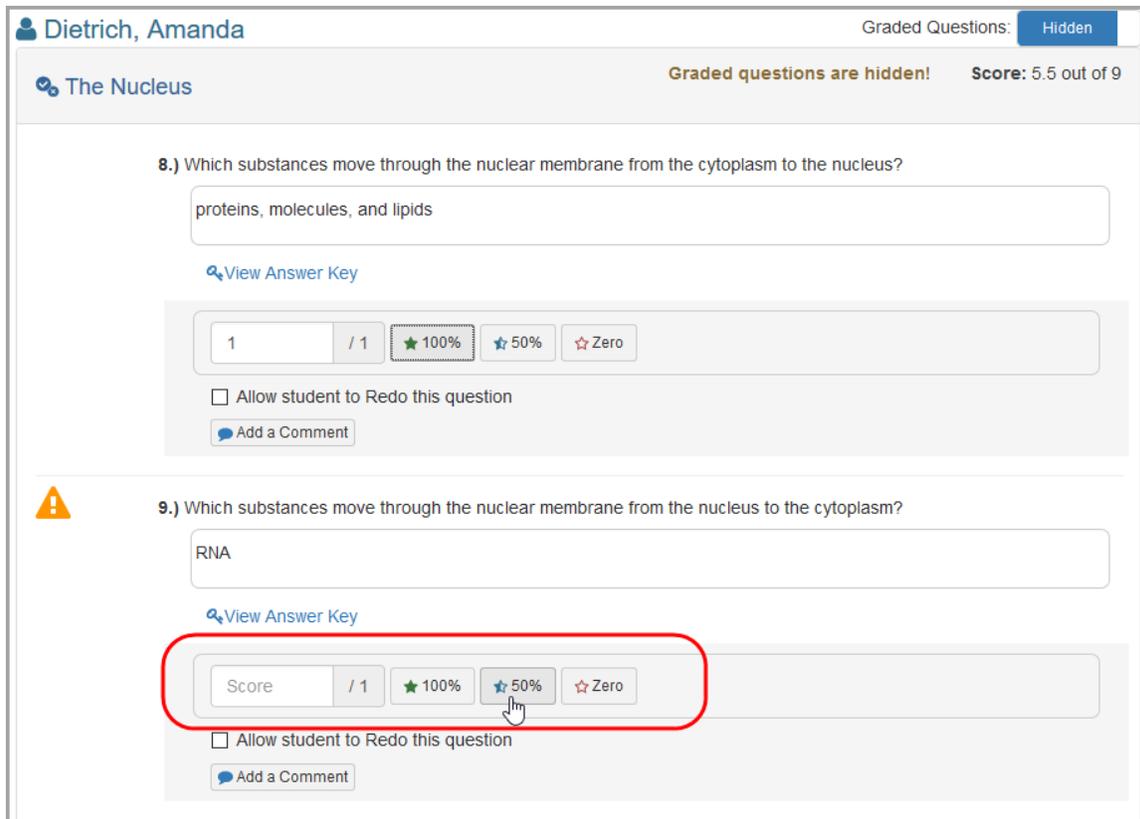
**Note:** Click [View Answer Key](#) to see the correct answer or example response.

- Optional: If you want the student to take another attempt at answering any question:
  - Select the **Allow student to Redo this question** check box.
  - In the **Score** field, enter the number of points (if any) you want to award the student for this attempt at the answer.
- Optional: To enter a comment about a specific answer, click [Add a Comment](#) for the related question and enter your remarks in the text box that displays.

8. If ungraded questions remain, mark each answer with the following:

-  – marks the question as correct and student receives full points
-  – marks the question as partially correct and student receives half credit
-  – marks the question as incorrect and student receives no points

**Note:** If you want the student to receive any other number of points that these options do not give you, enter the number of points in the **Score** field.

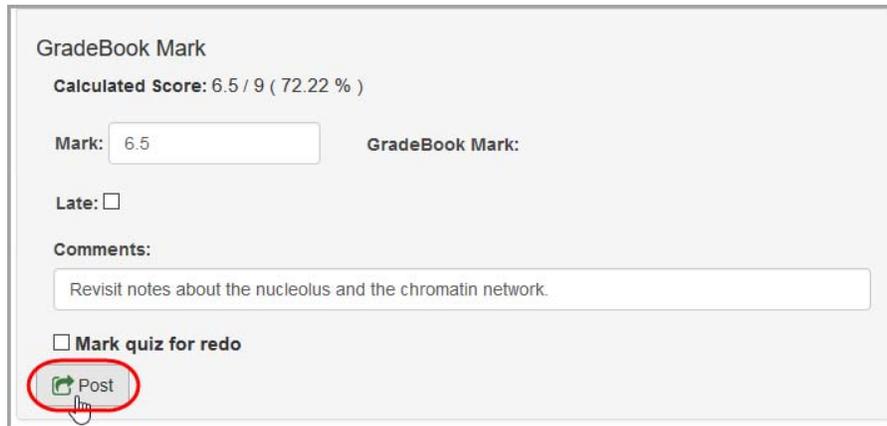


The screenshot shows a quiz interface for 'The Nucleus' by Dietrich, Amanda. The top right indicates 'Graded Questions: Hidden' and 'Score: 5.5 out of 9'. Question 8 asks 'Which substances move through the nuclear membrane from the cytoplasm to the nucleus?' with the answer 'proteins, molecules, and lipids'. Below the answer is a grading control bar with a 'Score' field containing '1', a '/ 1' indicator, and three star icons: '100%' (selected), '50%', and 'Zero'. Below this are checkboxes for 'Allow student to Redo this question' and an 'Add a Comment' button. Question 9 asks 'Which substances move through the nuclear membrane from the nucleus to the cytoplasm?' with the answer 'RNA'. Its grading control bar has a 'Score' field containing 'Score', a '/ 1' indicator, and three star icons: '100%', '50%' (highlighted with a red box and a mouse cursor), and 'Zero'. Below this are checkboxes for 'Allow student to Redo this question' and an 'Add a Comment' button.

**Note:** As you grade each question, for mark types of points or percent, the **GradeBook Mark** field automatically populates the student's mark. For mark types other than points or percent, you must enter or select the mark.

9. Optional: In the **GradeBook Mark** area:

- In the **Mark** field, adjust the score, if needed.
- The **Late** check box is automatically selected if a student submitted work past the assigned due date. However, if desired, you can de-select the check box before posting the marks to GradeBook.
- In the **Comments** field, enter an overall comment for the student.
- To send the entire activity back to the student for redo, select the **Mark quiz for redo** check box.

10. Click **Post**.


GradeBook Mark

Calculated Score: 6.5 / 9 ( 72.22 % )

Mark:  GradeBook Mark:

Late:

Comments:

Mark quiz for redo

The **Mark** for this student's activity posts to GradeBook, and the screen advances to the next activity that is available for grading. Once you have graded all of the activities that are ready for grading, the grading screen for the activity displays again.

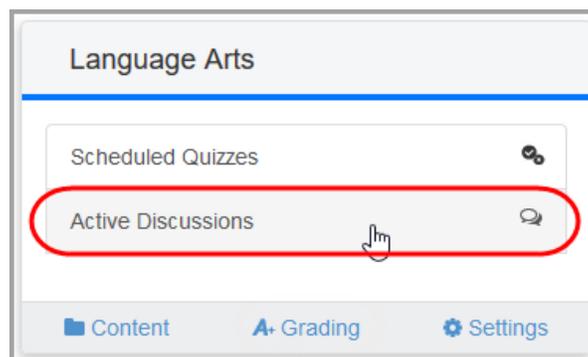
**Note:** If you override and post the **Mark** to GradeBook and later return to the student's grading screen, the **Mark** field displays the auto-scored mark, while the **GradeBook Mark** displays the mark you posted to GradeBook.

**Note:** If you sent the activity back to the student for redo, you can click the student's name after the new attempt in order to correct the mark.

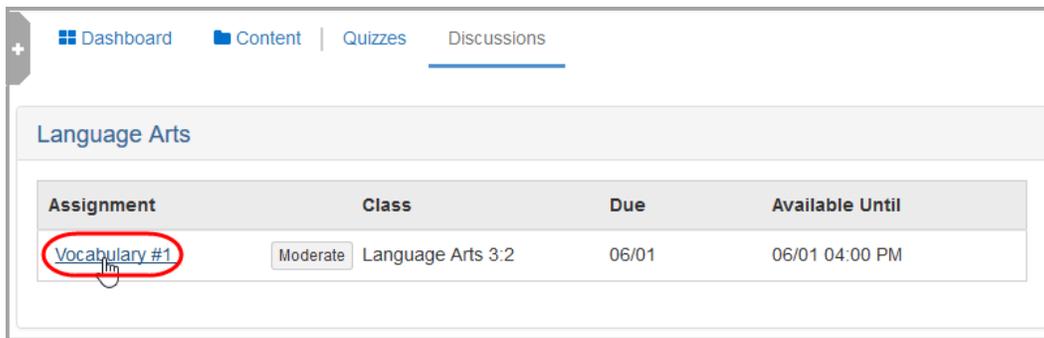
## Grading Discussions

After a discussion's scheduled end date, you can finalize and post marks to GradeBook.

1. On the **Dashboard**, on the course with the discussion you want to grade, click **Active Discussions**.



- In the **Assignment** column, click the name of the discussion you want to grade.



- Click on a student's name to go to their grading screen for the discussion.



The Grading screen for the student displays.

**Note:** If the student whose posts you are viewing replied to another student, both the reply and original post display. If you wrote a direct message to the student whose posts you are viewing, it displays as well.

- Optional: To override the auto-scored mark, in the section at the bottom of the screen, enter the desired score in the **Mark** field.
- Optional: The **Late** check box is automatically selected if a student submitted work past the assigned due date. However, if desired, you can de-select the check box before posting the marks to GradeBook.
- Optional: To enter a comment that will display on the **Assignment Marks** screen in GradeBook, enter a comment in the **Comments** field.
- Click **Post**.

**Note:** When you post marks, the value in the **GradeBook Mark** field is what posts to GradeBook.

**Brock, Glenn**  
Vocabulary #1

**Brock, Glenn**  
posted 6/1/2016 11:23:04 AM Replies: 2  
Hide Post

identical -- exactly the same. I have an identical twin, so sometimes people think he is me.

**Drummond, Leslie**  
posted 6/1/2016 3:35:54 PM Hide Reply

My right eye is identical to my left eye.

**Ewell, Quinn**  
posted 6/1/2016 3:41:01 PM Hide Reply

Factories use machines to create products that are all identical to each other, unlike when people create handmade items.

Reply to Brock, Glenn ↩ Reply  
 Private Message

**Ewell, Quinn**  
posted 6/1/2016 11:13:03 AM Replies: 2  
Hide Post

absurd -- ridiculous or unreasonable Since I am a straight A student, the claim that I cheated on the test was absurd.

**Cruz, Adolfo**  
posted 6/1/2016 3:46:39 PM Hide Reply

It is absurd that Donald Duck wants to be President.

**Brock, Glenn**  
posted 6/1/2016 3:51:03 PM Hide Reply

Nothing is more absurd than a fish with a bicycle.

Reply to Ewell, Quinn ↩ Reply  
 Private Message

GradeBook Mark  
**Score:** 8 out of 10

**Percent:** 80%

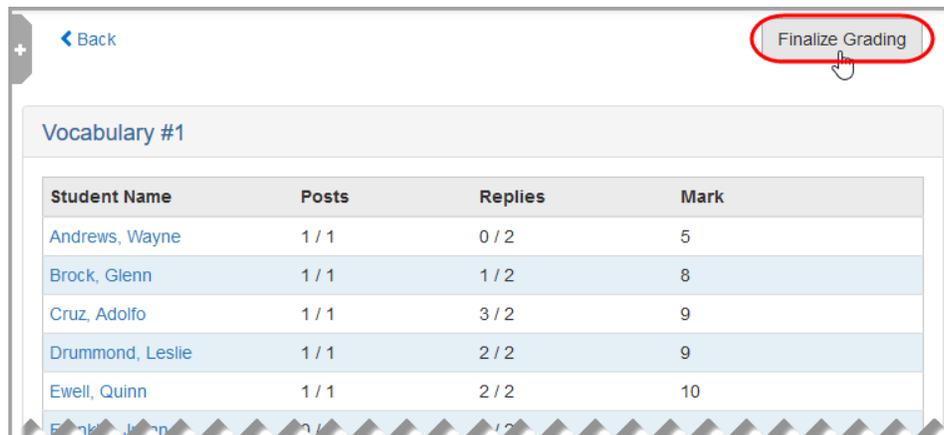
**Mark:**  **GradeBook Mark:**

**Late:**

**Comments:**

You are returned to the **Grading** screen for the discussion where you can click another student's name to grade their discussion. As you post marks, the **Mark** column is populated on the discussion's **Grading** screen.

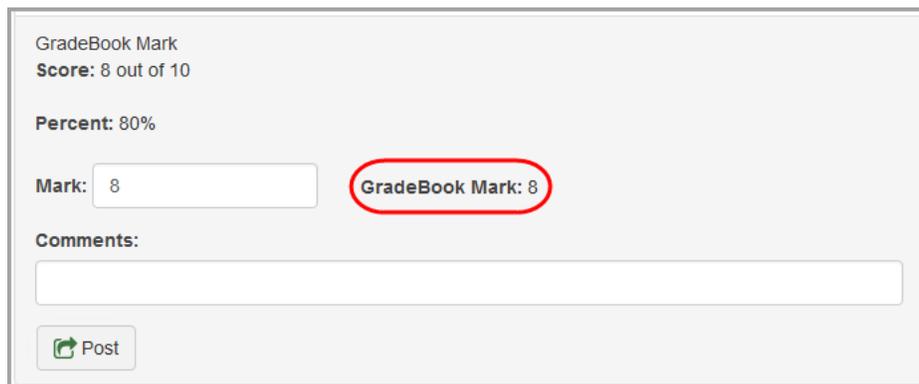
8. Once you have posted marks for all students, click **Finalize Grading**.



Student Name	Posts	Replies	Mark
Andrews, Wayne	1 / 1	0 / 2	5
Brock, Glenn	1 / 1	1 / 2	8
Cruz, Adolfo	1 / 1	3 / 2	9
Drummond, Leslie	1 / 1	2 / 2	9
Ewell, Quinn	1 / 1	2 / 2	10
Funk, John	1 / 1	1 / 2	

All of the graded student activities are removed from the grading screen. The marks are now posted to GradeBook, and if you selected **Post the marks to the web?** on the **Assignment Details** screen, students and parents can view the marks in ParentAccess on the **Grades** screen. For students, the discussion is moved from the **Activities** screen **Assigned** tab to the **Graded** tab. Students can continue posting to the discussion until the designated end date.

If you return to a student's grading screen, the **GradeBook Mark** field is now populated.



GradeBook Mark  
**Score:** 8 out of 10  
**Percent:** 80%  
**Mark:** 8 **GradeBook Mark:** 8  
**Comments:**

# ProgressBook Library

The **ProgressBook Library** contains a **Personal** section, a **District** section, and a **Public** section. The **Personal** library contains all of the courses you have created, imported, or purchased; this includes courses you have hidden from your **Dashboard**. The **District** library contains courses made available by other ProgressBook users only in your district. The **Public** library contains courses made available for purchase by any district that uses VirtualClassroom.

- [“Personal Library”](#)
- [“District Library”](#)
- [“Public Library”](#)

---

## Personal Library

The **Personal** section of the **ProgressBook Library** contains courses that you have created in addition to courses you have imported, purchased, sent to the recycle bin, or hid from your **Dashboard**. Refer to the following topics:

- [“Understanding the Personal Library”](#)
- [“Importing a Course from Your Machine”](#)
- [“Adding a Course”](#)
- [“Copying a Course”](#)
- [“Exporting a Course”](#)

## Understanding the Personal Library

The **Personal** area of the **ProgressBook Library** is the central location for all of your courses. The grids on the screen give you a quick overview to the types of courses you have.

The screenshot displays the 'All Courses' interface. At the top, there are buttons for 'Import', 'New', 'Copy', 'Export', and 'Delete'. Below this, there are two main sections: 'Dashboard' and 'Hidden'. The 'Dashboard' section contains a table of courses with columns for 'Course' and 'Source'. The 'Hidden' section contains a table of courses with columns for 'Course' and 'Source'. Annotations with arrows point to specific elements in the interface.

Course	Source
History of the Americas	Personal
Math 3rd Grade	Imported
Astronomy 101	Imported
South America	Personal
North America	Personal
Language Arts - Import	District
Science 130	Public

Course	Source
Central America	Personal

Annotations in the image:

- Red arrow from 'Dashboard' to the course list: "Courses you are actively using"
- Red arrow from 'Hidden' to the course list: "Courses you selected to hide from your Dashboard"
- Red arrow from 'Source' column to 'Personal' for 'History of the Americas': "Indicates how the course was acquired."
- Red arrow from 'Source' column to 'Imported' for 'Math 3rd Grade': "Course you imported from your computer"
- Red arrow from 'Source' column to 'Personal' for 'History of the Americas': "Course you created from the Dashboard"
- Red arrow from 'Source' column to 'District' for 'Language Arts - Import': "Course you imported from the District Library"
- Red arrow from 'Source' column to 'Public' for 'Science 130': "Course purchased and imported from the Public Library"

## District Library

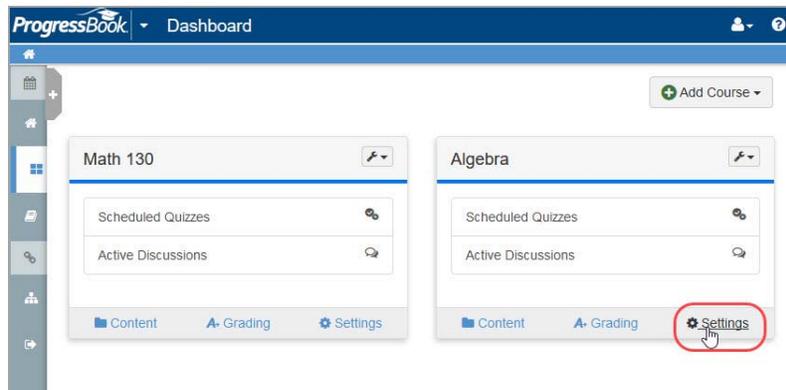
The **District** section of the **ProgressBook Library** contains courses that other members of your district have made available for use within the same school district. Refer to the following topics:

- [“Publishing Content”](#)
- [“Importing Content”](#)

## Publishing Content

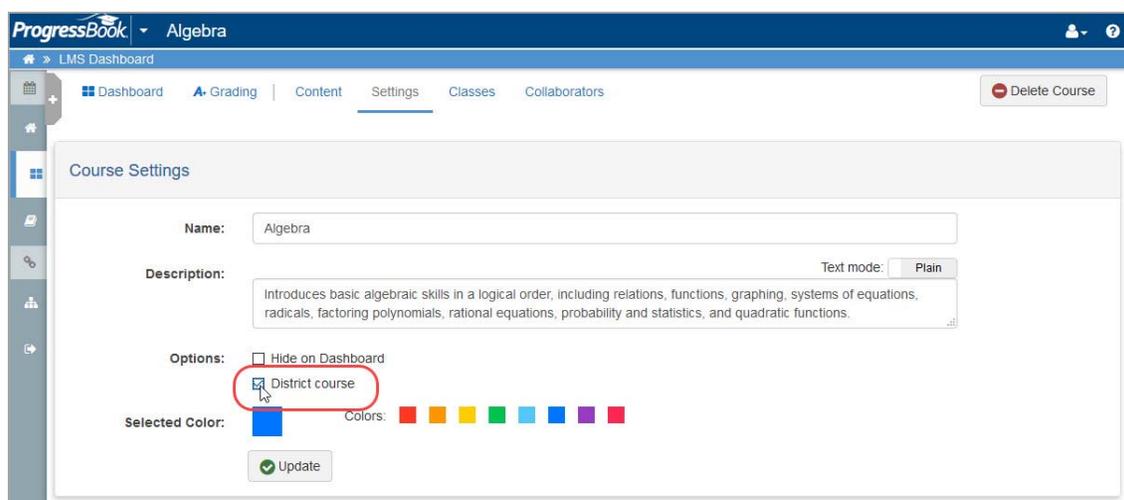
You can publish courses to your district’s library to make them available to other members of your district.

1. On your **Dashboard**, on the course you want to publish to the district library, click **Settings**.



The **Settings** screen displays.

2. Under **Course Settings**, in the **Options** area, select the **District course** check box.



3. Click **Update**.

Now, when other members of your district go to the **ProgressBook Library** and click **District**, they can import a copy of your course to their personal dashboards.

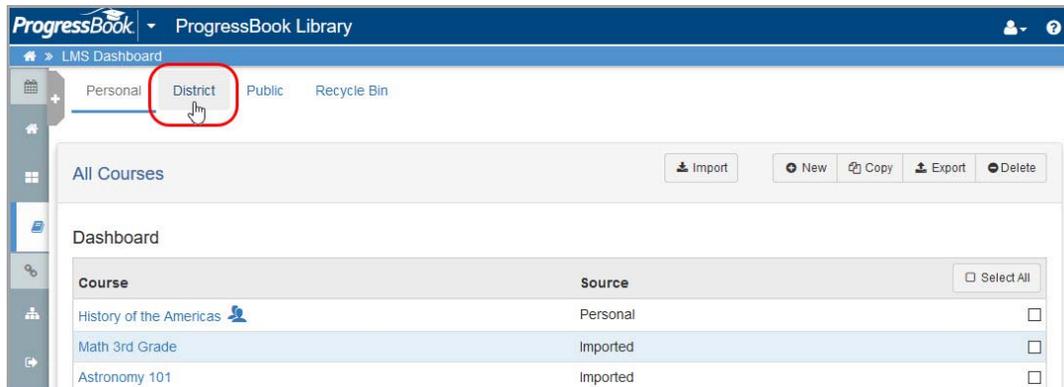
## Importing Content

You can import courses that other members of your district have made available for any district members to use.

1. From any screen in VirtualClassroom, click the **Library** link in the navigation bar. If the navigation bar is not expanded, click .

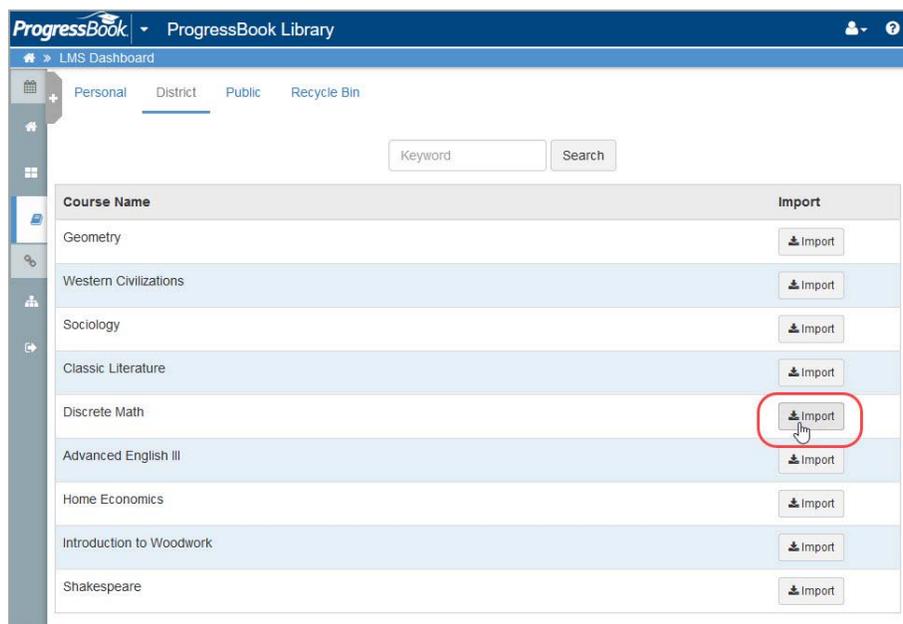
The **ProgressBook Library** screen (**Personal**) displays.

2. Click **District**.



A grid containing district courses displays.

3. Optional: Search for the course you want to import by entering a word or phrase in the **Keyword** field, and then click **Search**.
4. Click **Import** in the row of the course you want to import to your **Dashboard**.



The course now displays on your Dashboard with “ - Import” appended to the title.

## Public Library

The **Public** section of the **ProgressBook Library** lets you search for courses that other districts have made available for purchase. All courses purchased from a vendor by a district are available for use by the entire district. Refer to the following topics:

- [“Searching for Content”](#)
- [“Purchasing Content”](#)
- [“Importing Content”](#)
- [“Permissions for Using Purchased Content”](#)

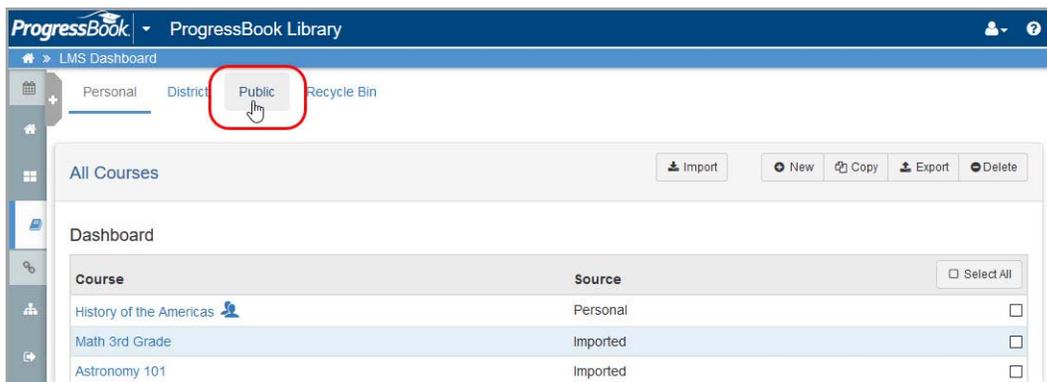
## Searching for Content

You can search for courses within the library. To do so:

1. From any screen in VirtualClassroom, click the **Library** link in the navigation bar. If the navigation bar is not expanded, click .

The **ProgressBook Library** screen (**Personal**) displays.

2. Click **Public**.

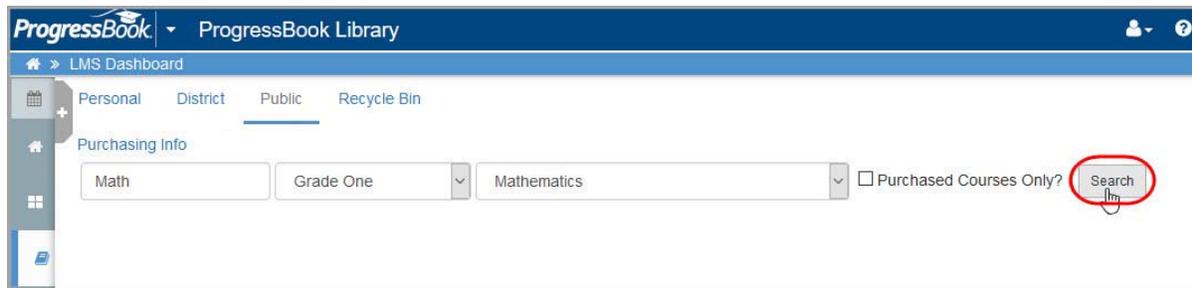


3. Use any or all of the following fields or drop-down lists:
  - **Course Name** – enter text appearing in a course name
  - **Select a grade level** – select a grade level from pre-kindergarten up to grade 12
  - **Select a subject** – select one of the following subjects:
    - College and Career Readiness - K-12 English/Language Arts
    - English/Language Arts
    - Fine Arts
    - Foreign Language
    - Health
    - Mathematics
    - Science
    - Social Studies
    - Technology

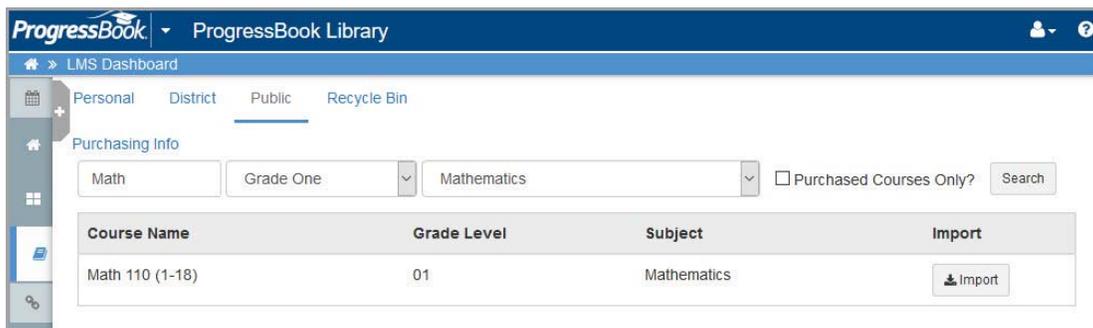
- Other

**Note:** To view only courses that your district has already purchased, select the **Purchased Courses Only?** check box.

4. Click **Search**.

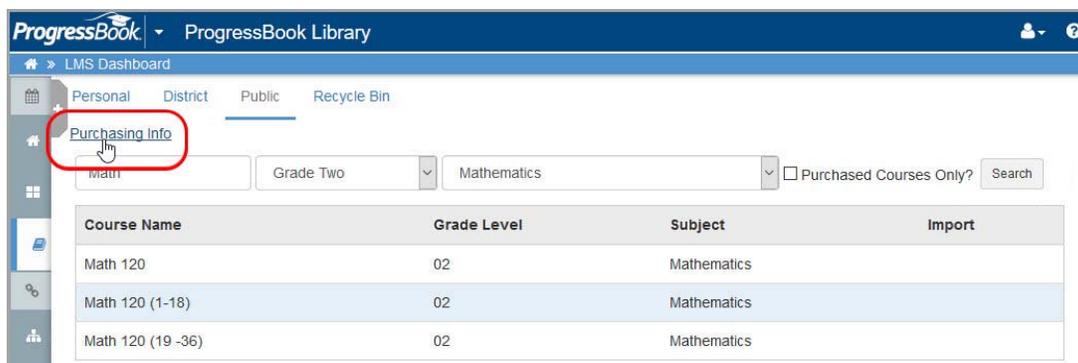


Courses related to your search display. Only 100 results display at a time. If you cannot find the course you are looking for, make your search criteria more specific.



## Purchasing Content

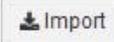
After you search for content (see [“Searching for Content”](#)), if you find a course that you want available for your own use, you can request that your district purchase it. At the top left, click **Purchasing Info**.

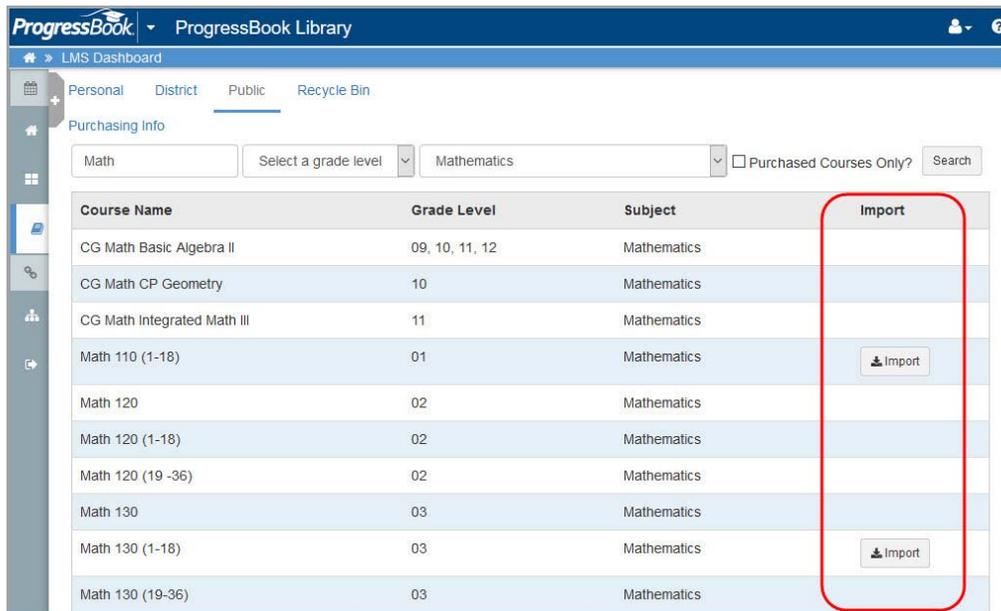


A window displays a message indicating that you must contact a district representative to purchase the course. If the course is purchased, it is available for all teachers in your district. Purchased course licenses last for one year unless your district renews them.

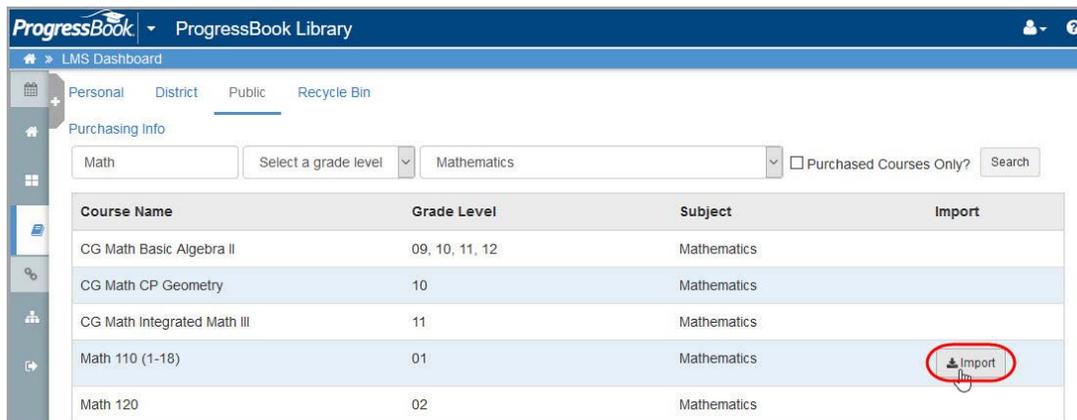
## Importing Content

Once your district has purchased courses, you can import them into your account so that you can view them and assign their activities to your students.

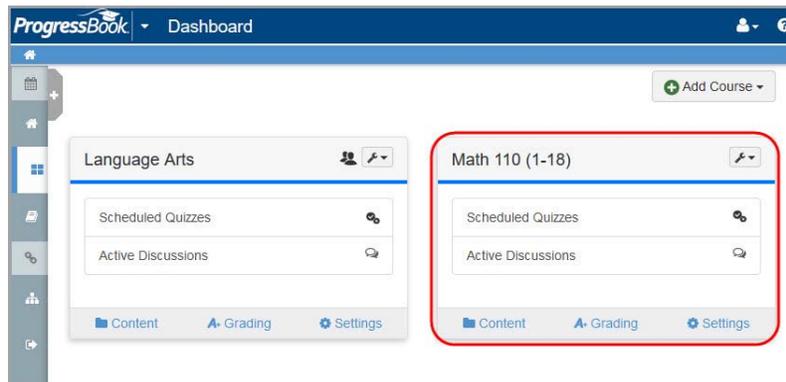
1. After searching for a purchased course in the **ProgressBook Library**, in the **Import** column, look for courses with  **Import**.



2. On the course you want to use, click **Import**.



The course you selected to import displays on your **Dashboard** so that you can use it in your instruction.



## Permissions for Using Purchased Content

The **Permissible Tasks by Role** table below describes which roles (Owner, Contributor, and Reader) can perform which tasks with purchased content.

**Permissible Tasks by Role**

	Owner	Contributor	Reader
Edit Course Color	X	X	X
Delete Course	X		
Hide/Reorder Course	X	X	X
Assign activities	X	X	X
Edit resource publish status and dates	X	X	

All roles are *prohibited* from doing the following with purchased content:

- Edit course names
- Edit course descriptions
- Copy courses
- Create new folders, activities, or resources
- Edit quiz names, instructions, or paging options
- Add, edit, delete, or reorder quiz questions
- Edit discussion names
- Edit discussion instructions
- Edit discussion settings
- Edit folder or resource names
- Copy activities within courses
- Import content into other courses
- Delete content
- Move content

This page intentionally left blank.