

ProgressBook Tips & Hacks

[Make the ProgressBook default to "Post to the Web"](#)

[\(STEPS DOCUMENTATION\)](#)

[Group classes together AND Create groups within a class](#)

[\(STEPS DOCUMENTATION- Group Classes together\)](#)

[\(STEPS DOCUMENTATION- Add Groups Within a Class\)](#)

[Transfer student grades if they change class periods](#)

[\(VIDEO DIRECTIONS\)](#)

[\(STEPS DOCUMENTATION\)](#)

[Exclude the lowest mark for a class](#)

[\(VIDEO DIRECTIONS\)](#)

[\(STEPS DOCUMENTATION\)](#)

[Sync Google Classroom to ProgressBook.](#)

[\(VIDEO DIRECTIONS\)](#)

[\(STEPS DOCUMENTATION- Setup 1\)](#)

[\(STEPS DOCUMENTATION- Setup 2\)](#)

[Sync Canvas to ProgressBook](#)

[\(STEPS DOCUMENTATION\)](#)

[\(CANVA TROUBLESHOOTING CHECKLIST-- PDF-- PNG\)](#)

[Turn in lesson plans one time for the whole year and share with others.](#)

[\(STEPS DOCUMENTATION- Lesson Sharing\)](#)

[Helpful Links:](#)

ProgressBook Tips & Hacks

Through the years I suspect many teachers have been thrust into ProgressBook, never really having the time to figure out some potential timesaving hacks. Here are a few things I compiled. They may not all be helpful to you, but hopefully, some are!

1) Make the ProgressBook default to "Post to the Web"

You will find this feature on the Dashboard with ALL of your courses.

Class Administration
[Seating Chart](#)
[Daily Attendance \(HR\)](#)
[Lunch Counts](#)
[Period Attendance](#)
[Post Homework](#)
[Post Class Information](#)

Lesson Plans
[Enter Lesson Plans](#)
[Search Lesson Plans](#)
[5 Day Planner](#)
[Import Lesson Plan Schedules](#)

Online Learning
[Dashboard](#)

Assignments & Marks
[Assignment Details](#) / [Assignment Marks](#)
[Add a Recurring Assignment](#) / [Assignment Maintenance](#)
[GradeBook Grid](#) / [5-Day View](#)
[Enter Report Cards](#) / [Enter Interims](#)
[Google Classroom Sync](#)

Students
[Student Information](#)
[Submit Discipline](#)

Reports

Select a Report ▼Run

Student Search

Student NameSearch

Average Calc Setup
[Set Up Assignment Types](#)
[Set Up Calc Methods & Weights](#)
[Set Up Grading Scales](#)

Administration
[Set Up GradeBook Access](#)
[Set Up Lesson Plan Sharing](#)
[Set Up Groups Within Classes](#)
[Set Up Teacher Preferences](#)
[Set Up Classes for ParentAccess](#)
[Group Classes Together](#)
[Transfer Student Marks](#)
[Update Email Address](#)
[Bank Maintenance](#)
[Change Your Password](#)

Click on "Set Up Teacher Preferences" to make "Post to the Web" your default for all new assignments.

The screenshot shows the 'Edit Teacher Preferences' page. On the left sidebar, there are links for 'Edit your Dictionary', 'Edit Teacher Preferences' (highlighted with a pink box), and 'Canvas Final Grade Passback'. The main content area is divided into sections: 'General Assignment Options', 'Quiz Options', 'Discussion Options', and 'Mark Entry Page Options'. Each section contains several checkboxes. A pink box on the left contains the following text: 'Go into "Edit Teacher Preferences."', 'Under "General Assignment Options," check "Post the marks to the web?"', 'Save new preferences.', and 'Copy preferences to the following classes'. A pink arrow points from the 'Copy preferences to the following classes' text to a pink box containing 'Select All' and 'Un-Select All' buttons. Another pink arrow points from the 'Save' button (circled in pink) to the 'Copy these preferences to the following classes:' text. The 'Post the marks to the web?' checkbox is checked. The 'Save' button is at the bottom right of the form.

Go into "Edit Teacher Preferences."

Under "General Assignment Options," check "Post the marks to the web?"

Save new preferences.

Copy preferences to the following classes

Copy these preferences to the following classes:

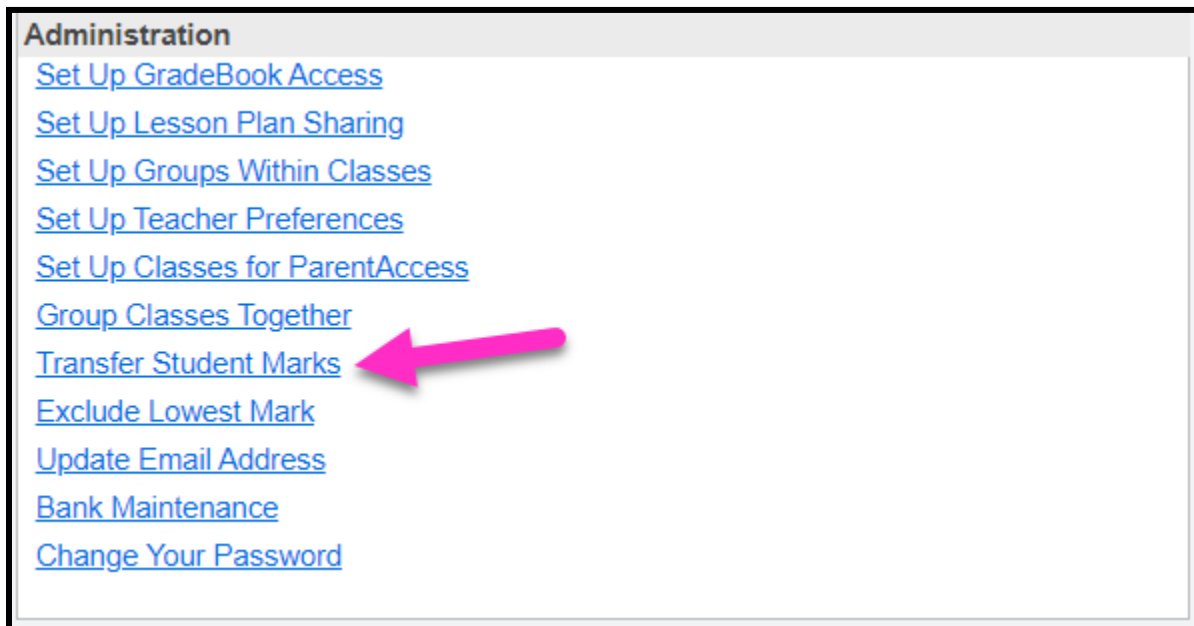
Select All Un-Select All Copy

(STEPS DOCUMENTATION)

- 2) **Group classes together AND Create groups within a class**
 - a) They are two distinctly different ProgressBook functions.
 - b) Group Classes Together-- [\(Progressbook Teacher's Guide\)](#) [\(video\)](#)
 - i) [Add a Group Within a Class](#)
 - ii) [Assign Students to Groups](#)

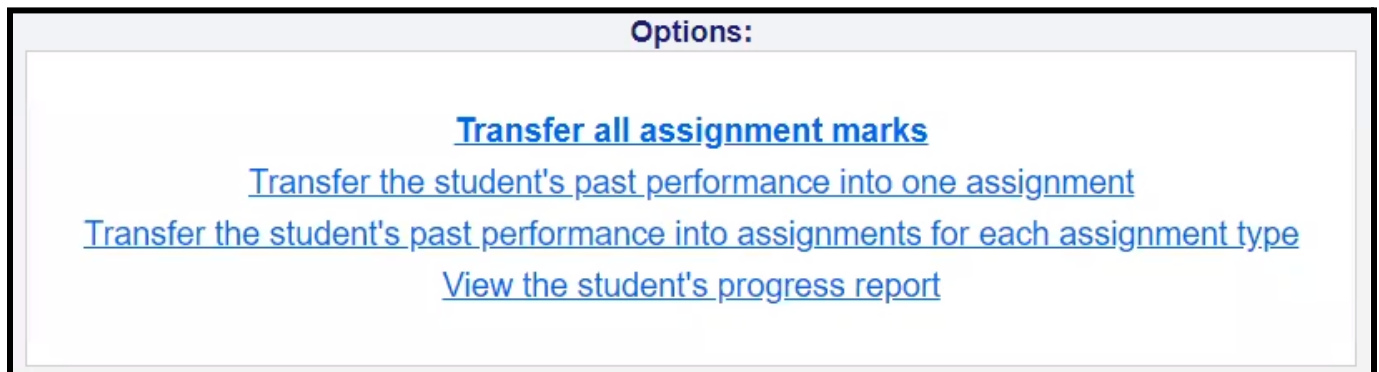
(STEPS DOCUMENTATION- Group Classes together)

(STEPS DOCUMENTATION- Add Groups Within a Class)



3) **Transfer student grades if they change class periods**

- In the first dropdown box, ALL classes in your gradebook will pop up.
- Choose the class the student is now in.
- In the second dropdown box, ALL student names in the “new class” will pop up.
- In the third dropdown box, ALL courses available at that time will appear.
- After compatibility is checked, you will choose from the following options.
- DO NOT worry. You will be able to test or see what it will look like prior to transferring the grades once and for all. At this approval stage you can pick & choose which ones will be transferred.



Transfer the Student's Marks from One Class to Another

The class that the student has transferred TO: **Student Transfer: 1**
The student who has transferred: **Jones, Kelly**
The class that the student has transferred FROM: **Language Arts 1: 99 (Amburgey, Sam)**
The date range of the assignments to transfer: **8/1/2021 to 10/18/2021**

Check the marks that you would like to transfer:

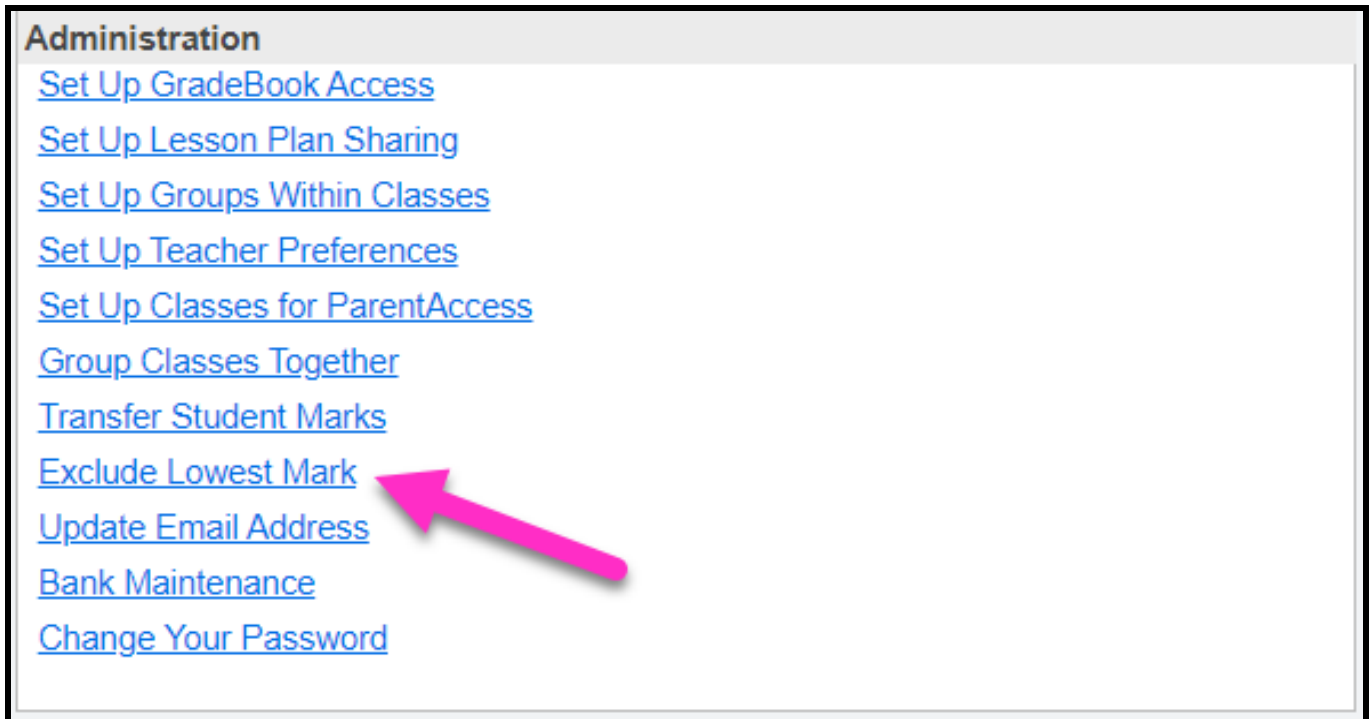
Date	Type	Description	Language Arts 1: 99 Mark	Student Transfer: 1 Mark	Transfer?
10/7/2021	Test	test	10/10	/10	☒
10/8/2021	Quiz	Quiz	90/100	/100	☒
9/1/2021	Classwork	Worksheet #11	10/10	/10	☒
8/20/2021	Classwork	Worksheet #10	15/18	/18	☒

Transfer the Marks

[\(VIDEO DIRECTIONS\)](#)

[\(STEPS DOCUMENTATION\)](#)

4) Exclude the lowest mark for a class



[\(VIDEO DIRECTIONS\)](#)

[\(STEPS DOCUMENTATION\)](#)

5) Sync Google Classroom to ProgressBook.

[\(VIDEO DIRECTIONS\)](#)

[\(STEPS DOCUMENTATION- Setup 1\)](#)

[\(STEPS DOCUMENTATION- Setup 2\)](#)

6) Sync Canvas to ProgressBook

[\(STEPS DOCUMENTATION\)](#)

(CANVA TROUBLESHOOTING CHECKLIST-- [PDF](#)-- [PNG](#))

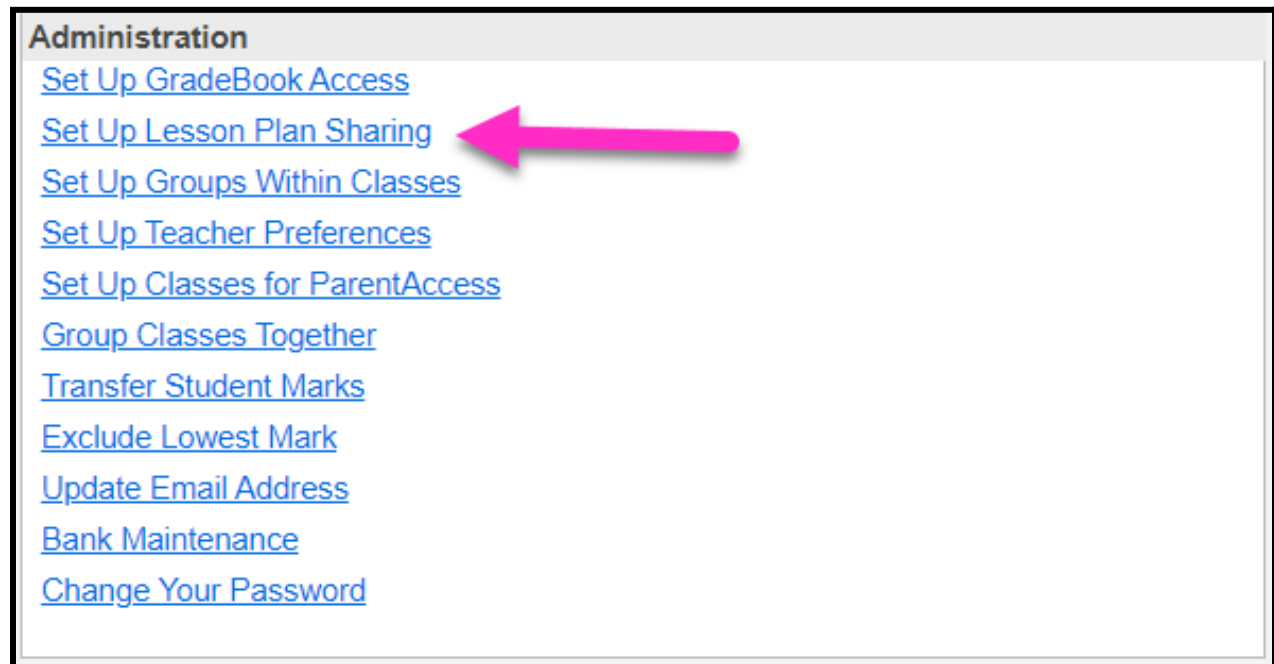


7) Turn in lesson plans one time for the whole year and share with others.

a) If you have to turn in Lesson Plans through ProgressBook, you can make them through Google Docs or Sheets and then put

that URL in ProgressBook Lesson Plans. As long as you schedule the lesson for the dates of the entire school year, you will never have to go in and post lesson plans to Progressbook again. It will automatically update through Google.

- b) You can then share those lessons with other people of your choice. (For viewing or collaborating)



- c) Note: Lesson plans are searchable by keywords through PB.

[\(STEPS DOCUMENTATION- Lesson Sharing\)](#)

Helpful Links:

- [YouTube Back to School ProgressBook Gradebook](#)
- [YouTube Playlists \(ProgressBook in General\)](#)