

## **NEOnet Expectations of a ProgressBook Master/Administrator**

Definition of Roles:

**Master Role:** Access to the ProgressBook Administrator Home Page for the entire district, allowing edit privileges for ALL aspects of ProgressBook

**School Administrator:** Access to ProgressBook Administrator Home Page for one or more buildings to which they are assigned; allows edit privileges for staff, reporting periods, codes, and possibly report cards.

1. Contact person for NEOnet correspondence regarding ProgressBook releases, enhancements, problems, fixes.
2. Forward necessary information to users.
3. Provide training for all district personnel (or designate power users as trainers).
4. Provide training for new teachers.
5. Liaison between ProgressBook and DASL for beginning and end of year information.
  - a. Authorizes NEOnet to integrate ProgressBook with DASL.
  - b. Set up and verify Information for the beginning of the school year.
6. 1<sup>st</sup> level of support for all users – example: grades won't save, incorrect student rosters.
7. Responsible for grade changes, reporting period and report card/interim entry date changes.
8. Authorizes report card/interim changes and/or updates.

***\*Should your district have multiple ProgressBook Master/Administrators, please designate one primary master/administrator and one backup.***