

# PROGRESSBOOK

## Year End

*ProgressBook will be unavailable June 30 until approximately August 1.*

### Year End Closing

- **Cross Reference**

- The cross reference (on the admin home page) **WILL NOT** move to the 09\_10 school year. Please print a screen shot for each building

- **Report Card Builder**

- System Calcs (Report Cards) This **WILL NOT** move to next school year. If you use this on your report card to calculate averages and final grades, please make note of the setup.
- New report cards, report card changes– see report card policy attached.

- **Closing Grade Books**

- Prior to end of school year teachers should print and/or save a hardcopy of the reports they would like to keep.
- ProgressBook Report cards, class progress reports and attendance reports will be provided on CD.

- **Teacher Information that WILL move to the next school year:**

- Assignments
- Lesson Plans
- Assignment Types
- Homework
- Home pages
- Custom Set Up 2

- **Teacher Information that WILL NOT move to the next school year:**

- Calc Methods and Weights - for weighing assignment types