
ProgressBook VirtualClassroom System Manager Guide



ProgressBook VirtualClassroom System Manager Guide

(This document is current for v16.2.0 or later.)

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Change Log

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

Product Version	Heading	Page	Reason
16.2.0	<i>"Providing Access to Schools"</i>	5	Added section.
16.1.0	Entire Guide	N/A	Updated screen shots to reflect new user interface.
16.0.0	<i>"Setting Up VirtualClassroom"</i>	3	Updated note to reflect new user interface terms.
16.0.0	<i>"Enabling Google Drive Plug-in"</i>	8	Updated screen shot and added note to reflect addition of the Server API Key field. Added text to indicate the procedure affects all districts.
16.0.0	"Providing Access to Schools"	N/A	Removed section.
16.0.0	Entire Guide	N/A	Updated screen shots to reflect new user interface.
15.3.0	<i>"Providing Access to Online Activities"</i>	6	Updated Page Level Security screen shot to reflect addition of Resources menu item.
15.3.0	<i>"Enabling Google Drive Plug-in"</i>	8	Added section.
15.3.0	Entire Guide	N/A	Updated Administrator Home Page screen shots to reflect addition of new 3rd Party API Settings link.

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About this Guide

The purpose of this guide is to assist GradeBook users with Master or School Administrator privileges in setting up VirtualClassroom for their school districts. The guide describes how to enable the VirtualClassroom application in GradeBook, select which schools have access to it, and provide access to VirtualClassroom online activities in ParentAccess.

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Setting Up VirtualClassroom

GradeBook users with Master and School Administrator privileges can enable VirtualClassroom, select which schools can use it, and enable access to online activities in ParentAccess.

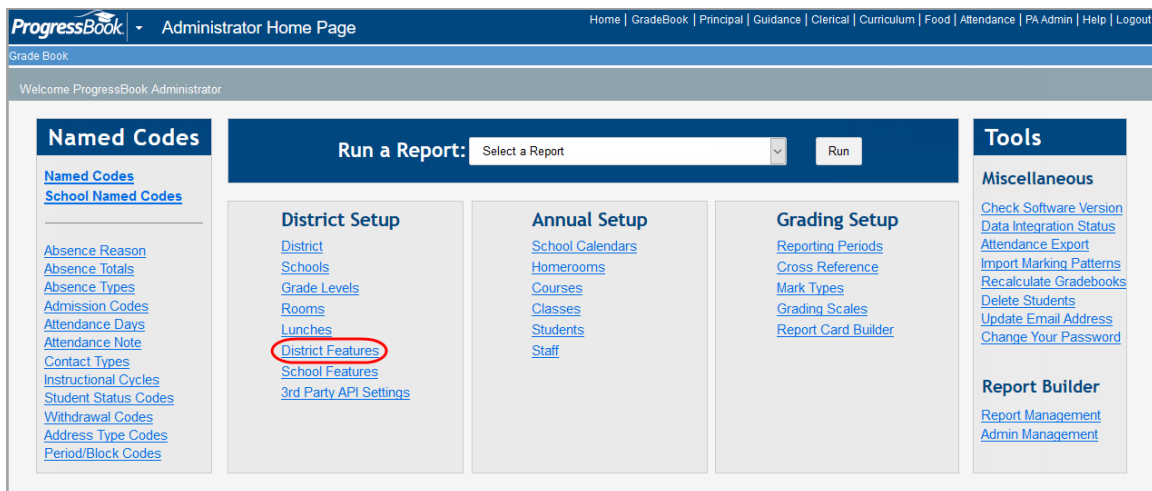
- To make all features of VirtualClassroom functional for a district, see [“Enabling VirtualClassroom.”](#)
- To select which schools in your district can use VirtualClassroom, see [“Providing Access to Schools.”](#)
- To give students access to online activities in ParentAccess, see [“Providing Access to Online Activities.”](#)
- To enable the Google Drive plug-in for VirtualClassroom, see [“Enabling Google Drive Plug-in.”](#)

Note: Your district must purchase and enable VirtualClassroom in order for teachers to assign online activities and to use the **Preview** button to preview activities as students will see them. If it is not enabled, teachers can still use all other features of VirtualClassroom, such as creating activities, building up the content in their **Dashboard**, and sharing or copying content.

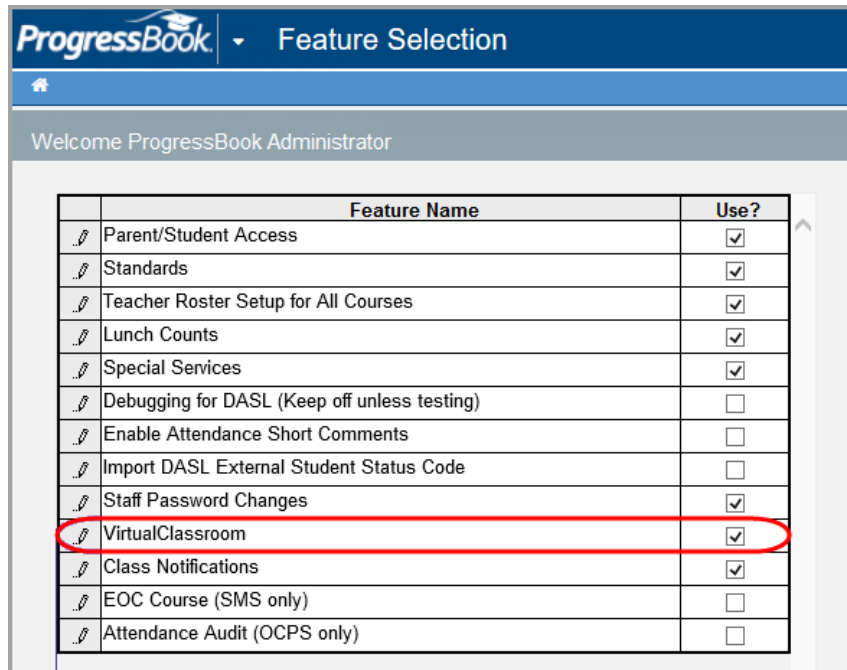
Enabling VirtualClassroom

To enable VirtualClassroom for your district and make all its features functional for your district:

1. On the **Administrator Home Page** in the **District Setup** section, click **District Features**.



2. On the **Feature Selection** screen in the **Use?** column, select the **VirtualClassroom** check box to enable the application.



3. Click **Save**.

VirtualClassroom is now enabled for your district.

Note: To select which schools can use the application, see [“Providing Access to Schools.”](#)

Note: To enable access to VirtualClassroom online activities, see [“Providing Access to Online Activities.”](#)

Providing Access to Schools

1. On the **Administrator Home Page** in the **District Setup** section, click **School Features**.

The screenshot shows the ProgressBook Administrator Home Page. The navigation bar includes links for Home, GradeBook, Principal, Guidance, Clerical, Curriculum, Food, Attendance, PA Admin, Help, and Logout. The main content area is divided into three columns: 'Named Codes', 'Run a Report', and 'Tools'. The 'Named Codes' column lists various code types, with 'School Named Codes' expanded to show a list of options. The 'Run a Report' column has a dropdown menu and a 'Run' button. The 'Tools' column contains links for 'Miscellaneous' and 'Report Builder'. The 'District Setup' section is highlighted, and 'School Features' is circled in red.

2. On the **School Feature Setup** screen, on the **VirtualClassroom** tab in the **Allow VirtualClassroom?** column, select the check box beside each school name for which you want to enable the VirtualClassroom application. To select all schools, click the check box at the top of the **Allow VirtualClassroom?** column.

The screenshot shows the ProgressBook School Feature Setup screen. The navigation bar includes links for Home, Grade Book, Principal, Guidance, Clerical, Curriculum, Food, Attendance, PA Admin, Help, and Logout. The main content area has a 'Save' button and a 'VirtualClassroom' tab selected. Below the tabs, there is a table with columns for 'School Name' and 'Allow VirtualClassroom?'. The table lists four schools: Lake View High School, Lake View Primary School, Lake View Intermediate School, and Lake View Middle School. All checkmarks in the 'Allow VirtualClassroom?' column are checked, and the top checkmark is circled in red.

School Name	Allow VirtualClassroom?
Lake View High School	<input checked="" type="checkbox"/>
Lake View Primary School	<input checked="" type="checkbox"/>
Lake View Intermediate School	<input checked="" type="checkbox"/>
Lake View Middle School	<input checked="" type="checkbox"/>

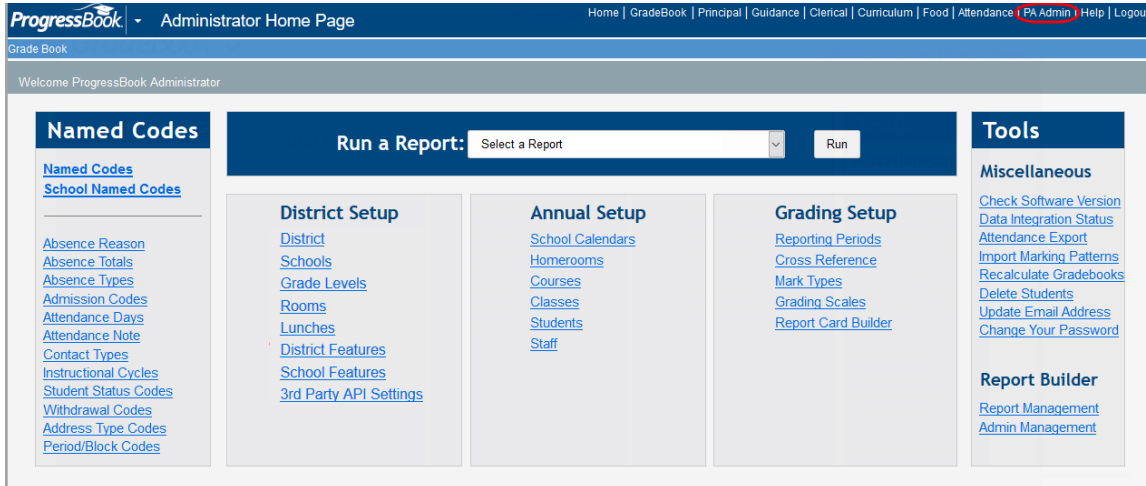
3. Click **Save**.

If VirtualClassroom is enabled for the district (see [“Enabling VirtualClassroom”](#)), users from the selected schools can now use all features of the application.

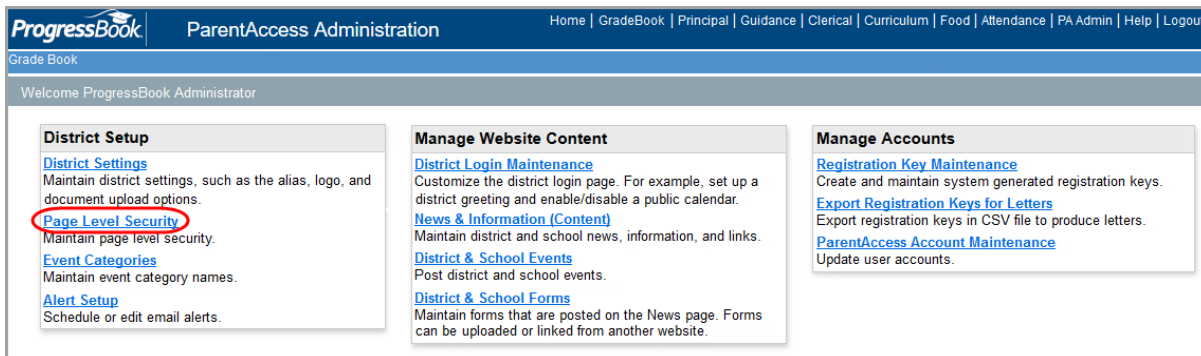
Providing Access to Online Activities

To give students access to online activities in ParentAccess:

1. On any GradeBook screen, in the banner, click **PA Admin**.



2. On the **ParentAccess Administration** screen, in the **District Setup** section, click **Page Level Security**.



3. On the **Page Level Security** screen, in the **Student** area, in the **Activities** row, select the check box for each role that should have access to view online activities.
4. On the **Page Level Security** screen, in the **Student** area, in the **Submit Student Activity** row, select the check box for each role that should be allowed to submit online activities for grading.

Note: By design, when you enable the parent role for **Activities**, parents have read-only access to the activities, but you cannot allow them to submit student activities.

5. Click **Save**.

ProgressBook Page Level Security

Welcome ProgressBook Administrator

[Back](#) Save

Check the roles to grant access for the Menu Items.

Student	GradeBook	Parent	Student
Home	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Attendance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Attendance Totals	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Grades	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Homework Planner	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Schedule	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Report Card	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
View Official Report Cards	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Course Request	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Activities	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Submit Student Activity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Resources	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

School	GradeBook	Parent	Student
News	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Calendar	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Class Information	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Family	GradeBook	Parent	Student
Alerts	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
My Account	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Profile	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Change Password	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Manage Student	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Create Student Accounts	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reset Student Password	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Student Contacts	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Edit Contact	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Student Profile	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
View Notes (i.e. SIS Medical and Custody Alerts)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Selected users can now access and submit online activities in ParentAccess.

Enabling Google Drive Plug-in

Teachers can use Google Drive accounts in order to upload supplemental information in activities or to upload student resources. If teachers request a file upload from a student for an activity, students can also use Google Drive accounts to upload their files. To enable these abilities in VirtualClassroom for all districts, complete the following:

1. On the **Administrator Home Page** in the **District Setup** section, click **3rd Party API Settings**.
2. Follow the instructions found in the **Configure Google Drive Plug-in** box.

Note: The “Google Developers Console” link on this screen requires you to navigate outside of the ProgressBook Suite.

3. When you have received the credentials from Google, enter them in the **Client ID *** and **Secret** fields.

Note: If you want to let teachers view thumbnail images of their linked Google Drive files, you also need to enter a key from the Google Developers Console in the **Server API Key** field.

The screenshot shows the '3rd Party API Settings' page in ProgressBook. The main heading is 'Configure Google Drive Plug-in'. Below the heading, there are instructions: 'To use this plug-in, you must register your site with Google. To begin, obtain OAuth 2.0 client credentials from the Google Developers Console.' It then says 'On the OAuth consent screen:' followed by two numbered steps: '1. In the Product name shown to users field, enter ProgressBook.' and '2. In the Product logo URL field, enter the following URL: /Public/logo.png'. Below this, it says 'As part of the registration process, you will need to enter the following URLs as Authorized JavaScript origins:' followed by 'GradeBook: [redacted]' and 'ParentAccess: [redacted]'. Then it says 'Once registered, you will be provided with a client ID and secret, which can be used to configure all Google Drive and Picasa plug-ins. Please note that you will also have to enable the service Drive API. Optionally, create a Server API Key to allow teachers to view thumbnail images of files they have linked from Google Drive.' There are three input fields: 'Client ID *', 'Secret', and 'Server API Key'. At the bottom of the form are 'Save' and 'Cancel' buttons.

4. Click **Save**.