ProgressBook

ProgressBook is a very important tool to stay up-to-date on a student's progress in Computers. I will post grades as soon as I get the assignment graded, so the grades will always be the most current.

I do not offer much extra credit. If students use their time wisely, ask questions, and complete their work on time, they should not need any.

Understand, as the quarter comes to a close, I will not give any extra work or allow students to make corrections to bring their grade up. If a student is using ProgressBook and are aware of their progress and they discuss their concerns with me early, we will explore options, but not at the end of the quarter.

Every student and parent is given a ProgressBook account. I ask that students use their student account so they begin learning to manage an account, but as long as they are checking their progress that is what is important. Once an account is created, it is up to the student and the parents to manage it. As teachers, we cannot reset passwords, only parents managing the account can.

If you have any questions or need assistance in setting up your ProgressBook accounts, please let me know.

*NOTES ON ASSIGNMENTS
1) If an assignment is blank (no 0 in the Mark column), it has not been graded. Student's grade is not affected.
2) Students permitted to correct their work one (1) time and turn in for full credit. It is their responsibility to discover what they need to fix and fix it correctly. Students will have ONE (1) week after an assignment is graded to correct. Once that week has passed, the assignment can no longer be updated.
3) Assignments are broken into three types: Academic Practice, Academic Assessment, and Keyboarding Skills.

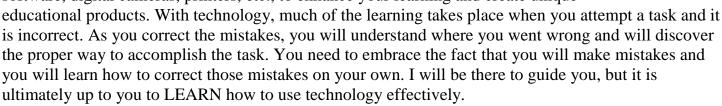| ASSIGNMENT TYPE	Academic Practice	Academic Assessment	Keyboarding Skills
WEIGHT	25%	50%	25%
ACTIVITIES	*In class activities *Some activities will be completed together, others will be work at student's own pace	*End of unit assessments *Projects *Quizzes *Typing Tests	*Daily typing program *Will be graded on completeness, accuracy, and improvement over the quarter
ASSISTANCE	*Assistance will be given as needed on these assignments	*Minimal assistance will be given *Students are demonstrating what they can do with the material and what they know and understand	*Review of proper typing technique *Guidance given individually during the typing lessons
CORRECTIONS	*One correction if completed in required time	*One correction is completed in the required time	*Improvements take place during the typing lessons.

Below is an example of a student's progress screen. I have labeled some of the important features and provided some explanation.

Letter	Explanation
A	The current grade for the quarter
B	Indicates that the assignment is missing. When an assignment is missing, that assignment automatically earns a score of a zero. Students can still turn these assignments in. They will have a day or two extra before it is counted as incomplete.
C	Indicates that the assignment was turned in late. Students may NOT make corrections to assignments that are turned in late.
D	These are comments regarding the assignment. For assignments that are turned in electronically, I will record the errors here so the student can make corrections and re-submit if desired.
E	The students grade on the assignment.

WORKING TOWARDS MASTERY

The overall goal of this class is for you to be able to use technology; computers, software, digital cameras, printers, etc., to enhance your learning and create unique educational products. With technology, much of the learning takes place when you attempt a task and it is incorrect. As you correct the mistakes, you will understand where you went wrong and will discover the proper way to accomplish the task. You need to embrace the fact that you will make mistakes and you will learn how to correct those mistakes on your own. I will be there to guide you, but it is ultimately up to you to LEARN how to use technology effectively.

Some of the equipment and programs may be new to you, so you will be permitted to correct your work one (1) time. Below are the guidelines to correct and re-submit your work.

*Printed Assignments:
- ✓ Make the necessary corrections
- ✓ Print the corrected copy, staple it ON TOP of your returned work
- ✓ Turn in

*Submitted Assignments:
- ✓ Check ProgressBook for grade
- ✓ The notes in the Comments section are the items you need to correct
- ✓ Make the necessary corrections
- ✓ Change the title in the header
    - o Add a 2 after the title
    - o Save As with a 2 in the filename
- ✓ Submit the corrected copy

As work is returned to you, if you are unclear what your errors are or if you need assistance in correcting them, be sure to ask. Make the most of your opportunity to complete quality work.

Quizzes

Our quizzes will be completed both on the computer and written. Some you will be able to correct and others you will not. You should approach each quiz as if you will not be able to correct them, so study what you need to in advance and have any questions cleared up before it is started.

To be successful with technology, you must try to complete each task using your own knowledge. You will be given many tools to use for those tasks that you are not sure how to do. Each program we use has a Help feature that will explain how to do things. At any given time, many students may have questions so do not waste time waiting, use the Help feature to search for the answer. If that does not help, I will be there to assist you.