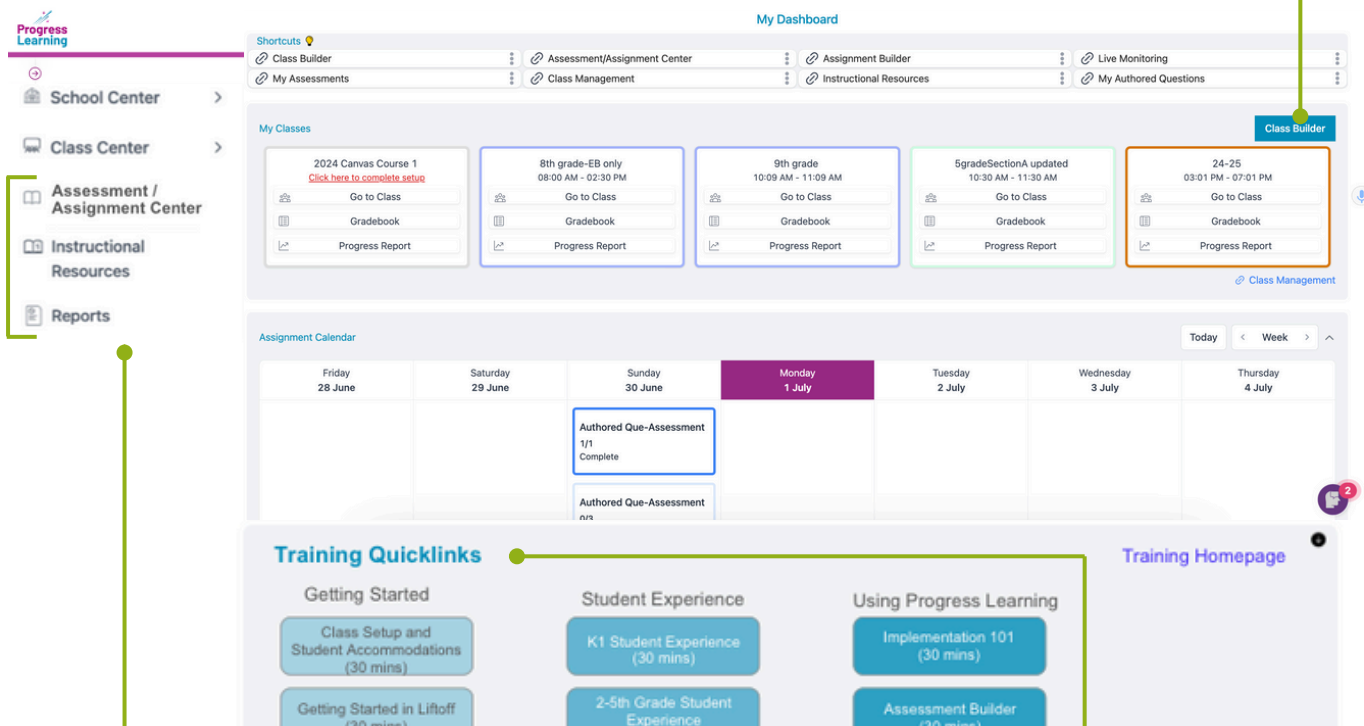


1

## Set Up Classes

Use the "Class Builder" link to set up your classes (you can even share your class with other teachers), associate subject areas, and add students. If you prefer, 6th-12th grade students can join your class from their homepage instead, by selecting Join a Class from their Profile menu.



2

## Assessment/Assignment Center

Use our Assessment and Assignment Builder to create formative and summative assessments as well as a variety of activities, including practice questions and instructional videos. In our assessments, you can include a variety of technology-enhanced items or build your own with our teacher-authored questions feature.

### Instructional Resources

Get started right away by finding activities to incorporate into your lesson plans. Go to your subject area classroom resources page using the link at the top—display a bell ringer question, find printable materials, and videos!

### Reports

Refer to a library of reports. Here you can view reports, grades, and assign remediation for intervention.

3

## Live Training Calendar

Within the HELP menu, a series of on-demand training modules are available and categorized based on your current level of knowledge in Progress Learning. This option also includes our Live Training Calendar that includes Special live webinar topics offered each month. Be sure to watch your email and check the calendar each month for new sessions!

### Tips for a Successful Bulk Upload

Enter in the required fields: First name, last name, grade level, username, and password.

All other fields are optional. Even if you do not use all the columns in your spreadsheet, do NOT delete, move, or rename them.

## Progress Reports

### School Dot Rank

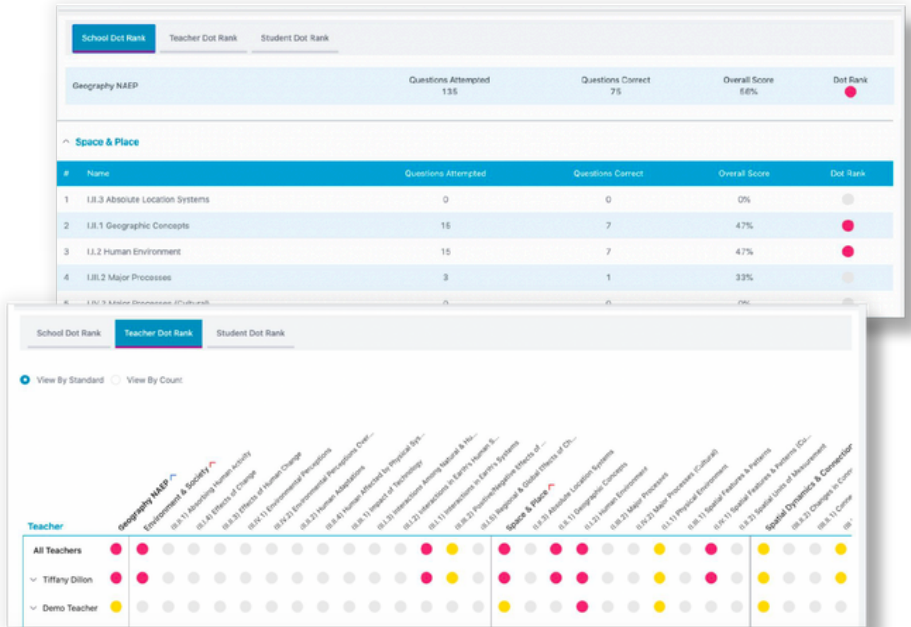
Refer to this tab for at-a-glance proficiency for a particular subject area. Our color-coded Dot Rank system indicates areas of strength and weakness for your school. Use filters to set specific date ranges or even specific question source(s).

### Teacher Dot Rank

View school-wide Dot Rank scores by individual teachers and classes.

### Student Dot Rank

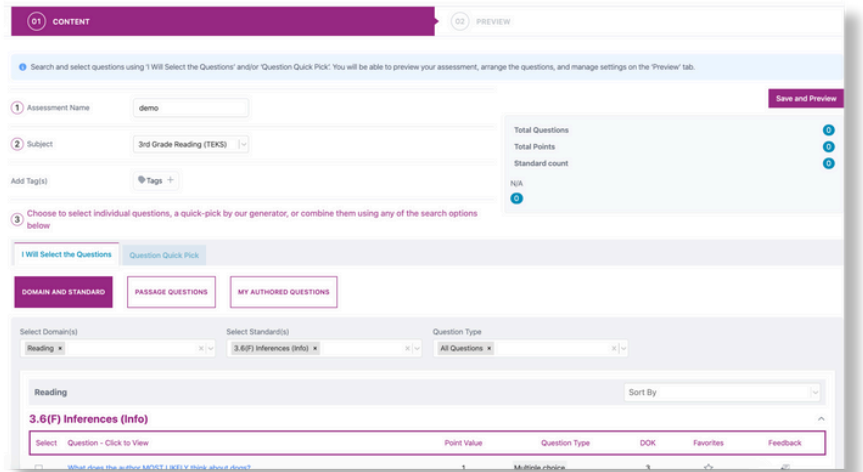
View individual student dot rank information for a specific subject.



## Assessment Builder

A detailed question breakdown has been added to the Content tab. This includes visibility into questions added, total points, and DOK information.

Assessment Tag management has been moved to Assessment Bank from the Assessment/Assignment Center.



## Training Options

- ✓ **Series of on-demand webinars:** Located on every teacher's page is a "Live Training Calendar" link within the HELP menu. Teachers have the freedom to skip around and locate the topics they're most interested in.
- ✓ **Personal online webinar:** If your school would like a custom, live webinar training, please email [training@progresslearning.com](mailto:training@progresslearning.com) for availability. Fees may apply.
- ✓ **Weekly topic-specific live webinars:** Our Progress Learning trainers conduct weekly webinars on a variety of valuable topics including Getting Started, Building Diagnostics, Assignments, Integrations and more! *\*Coming Soon!*

To learn more about training options, click [here](#).

## Ready to learn more?

Visit [www.progresslearning.com](http://www.progresslearning.com) or contact us at [info@progresslearning.com](mailto:info@progresslearning.com)