## 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.

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<th>Product Version</th>
<th>Heading</th>
<th>Page</th>
<th>Reason</th>
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<tbody>
<tr>
<td>14.7.0</td>
<td>“Set Up VirtualClassroom”</td>
<td>3</td>
<td>Added note that even if your district does not enable VirtualClassroom, teachers can use all features of the program except the “View as Student” option and scheduling activities. Updated text and screen shots.</td>
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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 the VirtualClassroom application for their school districts. The guide describes how to enable and disable the VirtualClassroom application in GradeBook and select which schools have access to it.
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Set Up VirtualClassroom

If your district purchases VirtualClassroom, GradeBook users with Master and School Administrator privileges can enable/disable it and select which schools can use it.

**Note:** Your district must purchase and enable VirtualClassroom in order for teachers to schedule online activities and to use the “View as Student” option 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 their library, and sharing or copying content.

**Enable VirtualClassroom**

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

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**District Features Option in GradeBook**
Set Up VirtualClassroom

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

![GradeBook Feature Selection Screen](image)

3. Click **Save**.

VirtualClassroom is now enabled for your district. To select which schools can use the program, see “Provide Access to Schools.”
Provide Access to Schools

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

   ![School Features Option in GradeBook](image)

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.

3. Click Save.

   ![School Feature Setup VirtualClassroom Tab](image)

   If VirtualClassroom is enabled for the district (see “Enable VirtualClassroom”), users from the selected schools can now use all features of the program.
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