

TeacherVUE Grade Book - Analysis Tool



Quick Reference Guide (QRG) T GB 18

This document will guide you through the process of using the Analysis Tool in Grade Book. The Analysis Tool allows the user to analyze students' performance within class, save and view customized reports, and create student groups based on performance levels.

Business Rules that apply are as follows:

Please call the (School District Support) if you have questions.

PATH SYNERGY SIS → TEACHERVUE → Grade Book

How to:	Steps:
Access Analysis Tool	<ul style="list-style-type: none"> ▪ Click Grade Book, select Analysis Tool on silver bar at the top of screen. Analysis Tool view opens.
Select data to analyze	<ul style="list-style-type: none"> ▪ Select Analysis By. Options include: by Assignment, Report Card Area, or Standards. ▪ Select My Views table to view previously created analysis views ▪ Click Show Performance Bands to display performance bands in analysis tool. ▪ Select Student Performance Band from table in Student Performance Bands. ▪ Select Show All Classes to view data from all classes.
<p>NOTE: Analysis grid may be modified by adding or removing data elements from column fields, row fields, and data items. Default setup is:</p> <p>Row Fields: Student Name</p> <p>Column Fields: Empty (Total Points), Report Card Area, or Standards; dependent upon selection in Analysis By table.</p> <p>Data Items: Points, Possible, and %.</p>	
Modify analysis grid	<ul style="list-style-type: none"> ▪ Drag desired data element to Row Field, Column Field, or Data Items area. ▪ Drop when white arrows appear above and below data element being added.
Remove data element from field	<ul style="list-style-type: none"> ▪ Drag element to dark blue area at top of grid containing remaining data elements. ▪ Drop when white arrows appear above and below data element being removed.
Analyze student classroom performance	<ul style="list-style-type: none"> ▪ Click  on data elements in analysis grid to reverse sort order. ▪ Click  on data elements in analysis grid to access data element table and check boxes of specific objects to view. ▪ Select (Show All) to select all objects in table. Selected objects will appear in analysis grid.
<p>NOTE: More than one data element can be included in each field. The order elements appear in field will be the order they will appear in analysis grid.</p>	
Save created view	<ul style="list-style-type: none"> ▪ Enter name in Create a New View towards top of view.

	<ul style="list-style-type: none"> ▪ Click Save View. Modifications to analysis grid will be saved and available in My Views table.
Export Analysis Tool data	<ul style="list-style-type: none"> ▪ Click XLS to export data to Excel ▪ Click Open <p style="text-align: center;">AND/OR</p> <ul style="list-style-type: none"> ▪ Click PDF to export data to Adobe Reader ▪ Click Open
Setup analysis bands for use in Analysis Tool	<ul style="list-style-type: none"> ▪ Click Setup Analysis Bands in upper right-hand corner of Analysis Tool view. Analysis Band view opens. ▪ Enter Band Name. ▪ Click Insert. ▪ Click Add Item to add a line to analysis band. ▪ Enter Mark, Low Score, High Score, and Sequence for each line of analysis band. ▪ Click Insert. ▪ Click Back to Grade Book Analysis once all lines are added to analysis band
Create Grade Book groups from Analysis Tool	<ul style="list-style-type: none"> ▪ Select Show Performance Bands and an analysis band to analyze desired data in analysis grid. <p>Each students performance band will show based on data analyzed in analysis grid.</p>
Save students to groups based on performance bands in analysis grid	<ul style="list-style-type: none"> ▪ Enter Grade Book Group Name in Student Performance Bands box. ▪ Click Add to grade book. A confirmation message will appear towards top of Analysis Tool view.