



TeacherVUE Grade Book - Entering Scores Option 2

Quick Reference Guide (QRG) T GB 5

This document will guide you through the process of entering assignment scores in Grade Book.

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:
<p>Access Assignment Score Entry view</p>	<ul style="list-style-type: none"> ▪ Click Grade Book, select Grade Book Main on silver bar at top of screen. Grade Book Main view opens. ▪ Locate assignment on Grade Book Main page for which to enter scores. ▪ Click Right Arrow Button below Grade Book filters to scroll forward through assignments. ▪ Click Left Arrow Button to scroll back through assignments. ▪ Click on assignment column header for selected assignment and select Enter Scores. Assignment Score Entry view opens.
<p>Enter scores in Grade Book</p>	<ul style="list-style-type: none"> ▪ Enter an assignment score in corresponding row for a student. <ul style="list-style-type: none"> ○ If entered score exceeds Max Points value, a “Red Arrow” will appear in score box to indicate score is above Max Points AND that this is not an error. ○ Press ENTER or TAB to advance to next student. ○ Enter score and click Green Fill Down Arrow to fill down a score. All score boxes below will be populated with score. Individual scores can be entered in place of filled down score. ▪ Select corresponding box in Exclude column to exclude assignment from calculating in student’s grade <li style="text-align: center;">OR ▪ Select All to exclude assignment for all students. ▪ Select corresponding box in Portal column to hide assignment for student in ParentVUE <li style="text-align: center;">OR ▪ Select All to hide assignment in ParentVUE for all students ▪ Select Comment drop down to assign a comment to a student. ▪ Click Green Fill Down Arrow to fill down a selected comment. ▪ Enter a Public note for a student in Note column for assignment. <i>Public notes appear in reports and Parent/Student Portal.</i> ▪ Enter a Private note for a student in Note column for assignment. <i>Private Notes will not appear in reports or Parent/Student Portal.</i> ▪ Click Save and remain in Assignment Score Entry view. <li style="text-align: center;">OR ▪ Click Save/Return to Grade Book and return to Grade Book Main. <li style="text-align: center;">OR ▪ Click Cancel/Return to Grade Book and return to Grade Book Main.

