

# TEACHERVUE Grade Book-Entering Scores Option 1







## Quick Reference Guide (QRG) T GB 4

This document will guide you through the process of viewing/editing assignments 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:
<b>Access Grade Book Main view</b>	<ul style="list-style-type: none"> <li>▪ Click <b>Grade Book</b>, select <b>Grade Book Main</b> on silver bar at top of screen. Grade Book Main view opens.</li> </ul>
<b>Enter scores in Grade Book</b>	<ul style="list-style-type: none"> <li>▪ Locate the assignment on Grade Book Main for which to enter scores.</li> <li>▪ Click  below Grade Book filters to scroll forward through assignments.</li> <li>▪ Click  to scroll back through assignments.</li> <li>▪ Click in cell under assignment column for a specific student</li> <li>▪ Enter score for assignment. A red score indicates that it is not saved. A box will appear above Grade Book filters indicating number of unsaved changes.</li> </ul> <p style="text-align: center;"><b>OR</b></p> <p>Enter comment code in cell, i.e., <b>Mi</b> for Missing to assign a comment instead of a score.</p> <p style="text-align: center;"><b>OR</b></p> <p>Enter score followed by a space, then comment code to assign a score and a comment. For example, <b>10 La</b>, would indicate student earned 10 points and assignment was late.</p> <p style="text-align: center;"><b>OR</b></p> <p>Enter score followed by a space, then comment code followed by a space, then Ex to assign a score, a comment, and exclude the assignment from calculating in the grade book.</p> <p><i>For example, <b>10 La Ex</b>, would indicate student earned 10 points, the assignment was late, and the assignment is not considered in the student's grade calculation.</i></p>
<b>Clear a comment code from a student's score</b>	<ul style="list-style-type: none"> <li>▪ Re-enter score followed by a space, then "!".</li> </ul> <p><i>For example, if a student had <b>10 La</b> as a score for an assignment, entering <b>10 !</b>, would indicate the student earned 10 points and clear the late code from the score.</i></p>
<b>Remove the exclude code from an assignment</b>	<ul style="list-style-type: none"> <li>▪ Re-enter score followed by a space, then "!Ex".</li> </ul> <p><i>For example, if a student earned 10 points and the assignment was marked "exclude", entering <b>10 !Ex</b> would indicate the student earned 10 points and remove the exclude code from the score.</i></p>
	<ul style="list-style-type: none"> <li>▪ Press  or  to move student above or below to enter scores for other students.</li> <li>▪ Press  or  to move assignment to left or right to enter scores for other assignments,</li> </ul>

**Save**

▪ Click **Save Changes**