



# TEACHERVUE Grade Book- Grade Book Setup





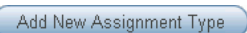
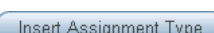

## Quick Reference Guide (QRG) T GB 06-S











This document will guide you through the process of setting up the grade book 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 setup</b>	<ul style="list-style-type: none"> <li>▪ Log-in to TEACHERVUE</li> <li>▪ Click  to open Grade Book. Grade Book view opens.</li> <li>▪ Click <b>Grade Book</b> on silver bar at top of screen.</li> <li>▪ Select <b>Grade Book Setup</b>. Grade Book Setup view opens.</li> </ul>
<b>Select classes to set-up</b>	<ul style="list-style-type: none"> <li>▪ Select from <b>Class Name</b> </li> <li>▪ Apply to additional classes by checking appropriate boxes under "Also apply to:"</li> </ul>
<b>Assignment Type setup</b>	<p>For each assignment type:</p> <ul style="list-style-type: none"> <li>▪ Enter <b>Weight (%)</b>. Sum of weights for all assignment types must equal 100%.</li> <li>▪ Enter <b>Drop Scores</b>. Number of scores to drop or exclude from grade calculation</li> <li>▪ Enter <b>Default Points Possible</b>. Value can be overridden when creating new assignment.</li> <li>▪ Click <b>Display Color</b> to select Grade Book Main header color. <b>Assignment Type Color Picker</b> opens. <ul style="list-style-type: none"> <li>○ Select <b>Preset</b></li> <li style="text-align: center;"><b>OR</b></li> <li>○ Use slider bars to create display color.</li> <li>○ Select Text Color.</li> <li>○ Click .</li> </ul> </li> <li>▪ Click .</li> </ul>
<b>Add Assignment Type(S)</b>	<ul style="list-style-type: none"> <li>▪ Click <b>Grade Book</b> on silver bar at top of screen.</li> <li>▪ Select <b>Grade Book Setup</b>. Grade Book Setup view opens.</li> <li>▪ Click <b>My Assignment Types</b>. My Assignment Types view opens.</li> <li>▪ Click . INSERT window opens.</li> <li>▪ Enter <b>Assignment Type</b> name.</li> <li>▪ Enter <b>Sequence</b>. Order of new assignment type in My Assignment Types view.</li> <li>▪ Check <b>Due Date</b> if including an assignment due date</li> <li>▪ Click .</li> </ul>
<b>Edit Teacher-created Assignment type(s)</b>	<ul style="list-style-type: none"> <li>▪ Click  next to appropriate assignment.</li> <li>▪ Enter changes to <b>Assignment Type</b>, <b>Sequence</b>, and/or <b>Due Date</b>.</li> </ul>

	<ul style="list-style-type: none"> <li>Click .</li> </ul>
<p><b>Remove Teacher-created Assignment Type(s)</b></p>	<ul style="list-style-type: none"> <li>Click .</li> <li>Click <b>OK</b> to confirm.</li> </ul>
<p><b>Select Grade Book Main Header Color for Assignment Type(s)</b></p>	<ul style="list-style-type: none"> <li>Click <b>Display Color</b> to select Grade Book Main header color. <b>Assignment Type Color Picker</b> opens. <ul style="list-style-type: none"> <li>Select <b>Preset</b></li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>Use slider bars to create display color.</li> <li>Select Text Color.</li> <li>Click .</li> </ul> </li> </ul>
<p><b>Add Grade Book Score Type(s)</b></p>	<ul style="list-style-type: none"> <li>Click <b>Grade Book</b> on silver bar at top of screen.</li> <li>Select <b>Grade Book Setup</b>. Grade Book Setup view opens.</li> <li>Click <a href="#">My Grade Book Score Types</a>. My Grade Book Score Types view opens.</li> <li>At bottom of My Grade Book Score Types view, enter new score type name in <b>Add Score Type</b>:</li> <li>Check <b>Max Value?</b> if score type has a maximum value.</li> <li>Click  New score type will appear on My Grade Book Score Types view.</li> <li>Click <b>Add Item</b>.</li> <li>Enter <b>Score</b>, <b>Value</b>, and <b>Sequence</b> for first item of score type.</li> <li>Click . Repeat for each additional item of score type.</li> </ul>
<p><b>Duplicate/Edit Grade Book Score Type(s)</b></p>	<ul style="list-style-type: none"> <li>Click  to copy and customize any score type. A copy will appear at bottom of view.</li> <li>Click  below name of teacher-created score type.</li> <li>Enter new name in <b>Edit Score Type</b> box</li> <li>Select <b>Max Value?</b> if score type has a maximum value.</li> <li>Click <b>Update Score Type</b>.</li> <li>Click  to right of any item to edit <b>Score</b>, <b>Value</b>, or <b>Sequence</b> in score type.</li> <li>Click .</li> </ul>
<p><b>NOTE:</b> Only teacher-created score types can be edited. District Wide score types must first be duplicated to create user-created score types.</p>	
<p><b>Add Report Card Score Type(s)</b></p>	<ul style="list-style-type: none"> <li>Click <b>Grade Book</b> on silver bar at top of screen.</li> <li>Select <b>Grade Book Setup</b>. Grade Book Setup view opens.</li> <li>Click <a href="#">My Report Card Score Types</a>. My Report Card Score Types view opens.</li> <li>Click  below name of existing report card score type to duplicate. Copy of report card score type will appear at bottom of My Report Card Score Types view.</li> </ul>
<p><b>NOTE:</b> New score types can only be</p>	<p>created by duplicating existing score types.</p>

<p><b>Edit Teacher-created Report Card Score Types</b></p>	<ul style="list-style-type: none"> <li>▪ Click  below name of score type.</li> <li>▪ Rename score type in <b>Edit Score Type</b>.</li> <li>▪ Click .</li> <li>▪ Click  to right of the score line to change <b>Low Score, High Score, Value</b>, or <b>Sequence</b> for a given score. Score cannot be edited.</li> <li>▪ Click .</li> <li>▪ Click  to right of score line to delete line from score type.</li> <li>▪ Click <b>OK</b> to confirm.</li> </ul>
<p><b>Delete Teacher-created Report Card Score Types</b></p>	<ul style="list-style-type: none"> <li>▪ Click  below name of score type.</li> <li>▪ Click  at top of My Report Card Score Types view to show deleted score types.</li> <li>▪ Click  at top of My Report Card Score Types view to hide deleted score types.</li> </ul>
<p><b>NOTE:</b> Only teacher-created score types can be deleted.</p>	
<p><b>Add Grade Book Comment</b></p>	<ul style="list-style-type: none"> <li>▪ Click <b>Grade Book</b> on silver bar at top of screen.</li> <li>▪ Select <b>Grade Book Setup</b>. Grade Book Setup view opens.</li> <li>▪ Click <a href="#">My Grade Book Comments</a>. My Grade Book Comments view opens.</li> <li>▪ Click . INSERT window opens.</li> <li>▪ Enter comment name in <b>Comment</b>.</li> <li>▪ Enter <b>Sequence</b>, or order comment will appear.</li> <li>▪ Enter <b>Value</b> for comment in absence of score. For example, if assignment score is left blank and a comment with value of "0" is attached to assignment, assignment in grade book will be scored a "0".</li> <li>▪ Check <b>Is Missing Mark</b> if this comment will cause an assignment to be counted as missing for reports.</li> <li>▪ Enter <b>Comment Code</b> to appear in Grade Book for an assignment when no score is entered and comment has been assigned.</li> <li>▪ Click .</li> </ul>
<p><b>Edit Teacher-created Comment</b></p>	<ul style="list-style-type: none"> <li>▪ Click  to right of a comment</li> <li>▪ Enter changes to <b>Comment, Sequence, Value, Is Missing Mark?, and/or Comment Code</b>.</li> <li>▪ Click .</li> </ul>

<p><b>Select Grade Rounding Settings</b></p> <p><i>These settings are used when displaying class percentage</i></p>	<ul style="list-style-type: none"> <li>▪ Click <b>Grade Book</b> on silver bar at top of screen.</li> <li>▪ Select <b>Grade Book Setup</b>. Grade Book Setup view opens.</li> <li>▪ Find <b>Grade Rounding Settings</b> in column on left.</li> <li>▪ Select <b>Class Percentage</b> s. <ul style="list-style-type: none"> <li>○ Selecting <i>Rounding On</i> rounds students' overall Grade Book score. When choosing this selection make sure to select additional options in second <ul style="list-style-type: none"> <li>Select Whole Number Only</li> <li><b>OR</b></li> <li>1 Decimal Place</li> <li><b>OR</b></li> <li>2 Decimal Places</li> </ul> </li> </ul> </li> </ul>
<p><b>Adjust Default Grading Period Selected for New Assignments</b></p>	<ul style="list-style-type: none"> <li>▪ Select <b>Grading Period Default for New Assignments</b> <ul style="list-style-type: none"> <li>○ Select <i>My Last Selection</i> to set grading period default for new assignments to selection made for last new assignment</li> <li><b>OR</b></li> <li>○ Select <b>Assignment Due Date</b> to set grading period default for new assignments to grading period(s) in which assignment due date falls.</li> <li><b>OR</b></li> <li>○ Select <b>Assignment Date</b> to set grading period default for new assignments to grading period(s) in which assignment date falls</li> <li><b>OR</b></li> <li>○ Select <b>Current Period in Grade Book</b> to set grading period default for new assignments to current period focused to in Grade Book.</li> <li><b>OR</b></li> <li>○ Select <b>Current Period in SYNERGY SIS</b> to set grading period default for new assignments to current grading period in <b>SYNERGY SIS</b>.</li> </ul> </li> </ul>