

TeacherVUE Grade Book-Term Weighting

Quick Reference Guide (QRG) T GB 15.A - S

This document will guide you through the process of setting term weighting for classes in the Term Weighting view of 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:
Access Term Weighting View	<ul style="list-style-type: none"> ▪ From the Report Card menu, select Term Weighting. Term Weighting view opens.
Select Class Using Weighted Terms	<ul style="list-style-type: none"> ▪ Select Setup periods for each class: <input type="button" value="v"/>. Term Weighting grid opens.
Select Periods That Will Have A Final Grade Calculated Using Term Weighting	<ul style="list-style-type: none"> ▪ Check grading period(s) to be weighted terms under <input type="text" value="Please select the periods that will have a grade calculated."/> ▪ For each weighted term selected: <ul style="list-style-type: none"> ○ Check grading period(s) to be included in weighted term calculations. ○ Enter corresponding percentage weight ▪ Click <input type="button" value="Update"/>.
<p>NOTE: The sum of weighting for all grading periods in a weighted term must equal 100%.</p>	