

TEACHERVUE Grade Book-View/Edit Assignments



Quick Reference Guide (QRG) T GB 03-S

This document will guide you through the process of viewing/editing assignments within Grade Book.

Business Rules that apply are as follows:


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

PATH GENESIS → TEACHERVUE → Grade Book

How to:	Steps:
Access Assignments View	<ul style="list-style-type: none"> ▪ Click Grade Book on silver bar at top of screen. ▪ Select Assignments. Assignments view opens.
Select Class, Grading Period, and/or Correlations	<ul style="list-style-type: none"> ▪ Select Class. Assignments for selected class will display in Assignment chart. ▪ Select Grading Period. Assignments for selected grading period will display in Assignment chart. ▪ Select Correlations. Assignments with selected report card correlations will display in Assignment chart.
Edit an Assignment	<p>From Assignments tab:</p> <ul style="list-style-type: none"> ▪ Check assignment to be modified under Action column ▪ Edit Assignment Name ▪ Edit Assign Date or click field to locate assignment date on calendar ▪ Select Score Type ▾ ▪ Select Assignment Type ▾ from dropdown ▪ Edit Due Date or click in field to locate assignment due date on calendar ▪ Edit Max. Val. ▪ Edit Points Possible for assignment. Points Possible is points assignment is worth in Grade Book. ▪ Edit Type. ▪ Check Parent Portal to display assignment and grading information in PARENTVUE. ▪ Click  .
Apply Same Changes to More Than One Assignment:	<ul style="list-style-type: none"> ▪ Check box under Action column to select assignment(s) or check All to select all assignments ▪ Enter information in field(s) to be changed ▪ Click  ▪ Click Save Changes <p>From the Grading Periods tab</p> <ul style="list-style-type: none"> ▪ Select grading periods to correlate assignments <p style="text-align: center;">OR</p> <p>Select All to correlate all assignments to selected grading period.</p> <ul style="list-style-type: none"> ▪ Click Save Grading Periods.

Mass Change/Set Students Scores

From the Assignments tab:

- Check **Action**
- Select **Set All Grades** from **Action** . Actions Panel displays above Assignment grid.
- Enter score to change **From** (when changing a score from a blank, leave **From** blank.)
- Enter score to change **To** (when changing a score to a blank, leave **To** blank.)
- Click **Change Grades**.