

TeacherVUE Grade Book – Student Summary



Quick Reference Guide (QRG) T GB 25

This document will guide you through the process of viewing the Student Summary 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:
Access Student Summary view	<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. ▪ Click student name in Grade Book grid. Student Summary view opens.
Select student class/grading period	<ul style="list-style-type: none"> ▪ Select Student . ▪ Select Class. Assignments for selected class will display in Detailed Score List. ▪ Select Grading Period. Assignments for selected grading period will display in Detailed Score List.
Sort/Group Detailed Score List chart	<ul style="list-style-type: none"> ▪ To group by Date, Assignment, Type, Mark, %, Points, Possible, Excluded, Drop, Notes, and/or Private, drag column headers to light blue area. ▪ Click  on data elements in header area to reverse sort order. ▪ Click (+) to left of group to expand and view grouped assignments. Click (+) to left of sub-groups to expand if group contains sub-groups.
Export results to Excel or PDF	<ul style="list-style-type: none"> ▪ Click XLS or PDF hyperlinks to export results to Microsoft Excel or PDF.
Print the Detailed Progress Report for selected student	<ul style="list-style-type: none"> ▪ Click Print.
View Grade Book summary for all classes	<ul style="list-style-type: none"> ▪ Click All Classes tab. ▪ Click (+) to left of Class to expand and view grades by report card area.