

# TeacherVUE Grade Book – Calendar

## Quick Reference Guide (QRG) T GB 23

This document will guide you through the process of utilizing Grade Book Calendar.

**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 Calendar</b> | <ul style="list-style-type: none"> <li>▪ Click <b>Grade Book</b> on silver bar at top of screen</li> <li>▪ Select <b>Calendar</b>. Grade Book Calendar view opens.</li> </ul>  |
| <b>Select Calendar filters</b>    | <ul style="list-style-type: none"> <li>▪ Choose <b>Select Class</b> <input type="button" value="v"/>.</li> <li>▪ Select <b>Category</b> <input type="button" value="v"/> (assignment types).</li> <li>▪ Check <b>Assign Date</b> and/or <b>Points Possible</b> to display assignment details.</li> <li>▪ Select <b>Month</b> <input type="button" value="v"/>.</li> </ul>  |
| <b>Manage assignments</b>         | <ul style="list-style-type: none"> <li>▪ Click on Assignment header to:               <ul style="list-style-type: none"> <li>○ Enter Scores – see <a href="#">QRG T GB 4</a></li> <li style="text-align: center;"><b>AND/OR</b></li> <li>○ Edit Assignments – see <a href="#">QRG T GB 2</a></li> <li style="text-align: center;"><b>AND/OR</b></li> <li>○ Create Assignment Resources – see <a href="#">QRG T GB 7</a></li> </ul> </li> </ul> |