

# TeacherVUE Grade Book-Select Focus

## Quick Reference Guide (QRG) T GB 21

This document will guide you through selecting a class to focus to within 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 (Teachers/Section Specialists)**

**PATH SYNERGY SIS → Grade Book → Grade Book Admin Login → Open Grade Book (Report Card Specialist/Administrator)**

How to:	Steps:
<b>Access Focus Selections</b>	<ul style="list-style-type: none"> <li>▪ Click <b>Unknown</b> below iSIS Logo on left. This might display as “unknown” or a teacher name.</li> </ul>
<b>Select options</b>	<ul style="list-style-type: none"> <li>▪ Select <b>School Year.</b></li> <li>▪ Select <b>School.</b></li> <li>▪ Select <b>Enrollment Period.</b></li> <li>▪ Select <b>Classes.</b></li> <li>▪ Select <b>Grading Period.</b></li> <li>▪ Click <b>Select.</b></li> </ul>
<p><b>NOTE:</b> Selections available in dropdowns will vary depending on user role and assigned site.</p>	