



TEACHERVUE Grade Book

Grade Book Main Options and Filters

Quick Reference Guide (QRG) T GB 10-E






This document will guide you through the process of setting grade book options 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 Grade Book Main	<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.
Select Grade Book Main Filters/Sorts	<ul style="list-style-type: none"> ▪ Select Class ▾. ▪ Select Period ▾. ▪ Select Grade ▾. <p>This option filters assignments by report correlation grade level, not student grade level.</p> <ul style="list-style-type: none"> ▪ Select Subject ▾. ▪ Sort Students by ▾. <ul style="list-style-type: none"> ○ Last Name <li style="text-align: center;">OR ○ First Name <li style="text-align: center;">OR ○ Student ID <li style="text-align: center;">OR ○ Custom Sorting First Name (as set below) <li style="text-align: center;">OR ○ Custom Sorting Last Name (as set below). <p>Filters</p> <ul style="list-style-type: none"> ▪ Select Date ▾. <ul style="list-style-type: none"> ○ Show All Dates <li style="text-align: center;">OR ○ Last Week <li style="text-align: center;">OR ○ Last 30 Days ▪ Select Order ▾. <ul style="list-style-type: none"> ○ Olderst to Newest <li style="text-align: center;">OR ○ Newest to Oldest <li style="text-align: center;">OR ○ Custom Sort Order - See QRG T GB 3-E View/Edit Assignments ▪ Select Types ▾.

Locate Assignment in Grade Book Main	<ul style="list-style-type: none"> Enter assignment name in Search. Assignment will be highlighted in Grade Book Main.
Create Custom Student Sorts	<ul style="list-style-type: none"> Select Sort Student by . Click students name, then drag and drop up/down in Student column on Grade Book Main. Click . Custom sort will be saved for selected custom Sort Student by option.
Access Grade Book Options	<ul style="list-style-type: none"> Click  to left of Grade Book chart to expand Grade Book Options.
Select Grade Book Options	<ul style="list-style-type: none"> Check Show dropped assignments to identify assignments not counted for grading in Grade Book. Dropped assignments are designated with d. See Adding An Assignment to set number of dropped assignments by assignment type. Check Show dropped students to show students withdrawn from class. Students designated as “dropped” appear with a line through their name. Check Hide class grade to hide overall Grade column on Grade Book grid. Check Enable group editing to edit student groups within Grade Book. See QRG T GB 11 Student Groups to create/manage student groups Check Show grades by type to display overall grade columns for each assignment type in Grade Book grid. Check Show comment codes to display comment codes assigned to an assignment for a student on Grade Book grid.
Show: 	<ul style="list-style-type: none"> Select Normal to display assignment scores in Grade Book grid. Select Percentage to display percent of points earned for each assignment in Grade Book grid. Select Points to display points earned for each assignment in Grade Book grid. Select a comment code to highlight cell of assignments with assigned comment code.
Summary Mode:	<ul style="list-style-type: none"> Check Show Median to display median score for assignment at bottom of each assignment column. Check Show Mode to display mode for assignment at bottom of each assignment column.
At-risk Highlight Scores Percentage	<ul style="list-style-type: none"> Enter percentage number. Scores falling below percentage number for assignment(s) and/or class grade will be designated with .