



TEACHERVUE Grade Book- Grade Book Setup








Quick Reference Guide (QRG) T GB 06-E








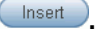



This document will guide you through the process of setting up the grade book in Grade Book.










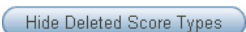


Business Rules that apply are as follows:







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

PATH SYNERGY SIS → TEACHERVUE → Grade Book

How to:	Steps:
Access Grade Book Setup	<ul style="list-style-type: none"> ▪ Log-in to TEACHERVUE ▪ Click  to open Grade Book. Grade Book view opens. ▪ Click Grade Book on silver bar at top of screen. ▪ Select Grade Book Setup. Grade Book Setup view opens.
Select Classes to Set-Up	<ul style="list-style-type: none"> ▪ Select from Class Name  ▪ Apply to additional classes by checking appropriate boxes under "Also apply to:"
Assignment Type Setup	<p>For each assignment type:</p> <ul style="list-style-type: none"> ▪ Enter Weight (%). Sum of weights for all assignment types must equal 100%. ▪ Enter Drop Scores. Number of scores to drop or exclude from grade calculation ▪ Enter Default Points Possible. Value can be overridden when creating new assignment. ▪ Click Display Color to select Grade Book Main header color. Assignment Type Color Picker opens. <ul style="list-style-type: none"> ○ Select Preset <li style="text-align: center;">OR ○ Use slider bars to create display color. ○ Select Text Color. ○ Click . ▪ Click .
Add Subject(S)	<ul style="list-style-type: none"> ▪ Click Grade Book on silver bar at top of screen. ▪ Select Grade Book Setup. Grade Book Setup view opens. ▪ Click My Subjects. My Subjects view opens. ▪ Click Add New Subject. INSERT window opens. ▪ Enter Subject name. ▪ Enter Sequence, or order new subject appears in Subject lists. ▪ Click Insert Subject.
Edit Teacher-Create Subjects	<ul style="list-style-type: none"> ▪ Click  next to appropriate subject. ▪ Enter changes to Subject and/or Sequence. ▪ Click .
Remove Teacher-Create Subjects	<ul style="list-style-type: none"> ▪ Click .

<p>Add Assignment Type(S)</p>	<ul style="list-style-type: none"> ▪ Click OK to confirm. ▪ Click Grade Book on silver bar at top of screen. ▪ Select Grade Book Setup. Grade Book Setup view opens. ▪ Click My Assignment Types . My Assignment Types view opens. ▪ Click  . INSERT window opens. ▪ Enter Assignment Type name. ▪ Enter Sequence. Order of new assignment type in My Assignment Types view. ▪ Check Due Date if including an assignment due date ▪ Click  .
<p>Edit Teacher-created Assignment type(s)</p>	<ul style="list-style-type: none"> ▪ Click  next to appropriate assignment. ▪ Enter changes to Assignment Type, Sequence, and/or Due Date. ▪ Click  .
<p>Remove Teacher-created Assignment Type(s)</p>	<ul style="list-style-type: none"> ▪ Click  . ▪ Click OK to confirm.
<p>Select Grade Book Main Header Color for Assignment Type(s)</p>	<ul style="list-style-type: none"> ▪ Click Display Color to select Grade Book Main header color. Assignment Type Color Picker opens. <ul style="list-style-type: none"> ○ Select Preset <li style="text-align: center;">OR ○ Use slider bars to create display color. ○ Select Text Color. ○ Click  .
<p>Add Grade Book Score Type(s)</p>	<ul style="list-style-type: none"> ▪ Click Grade Book on silver bar at top of screen. ▪ Select Grade Book Setup. Grade Book Setup view opens. ▪ Click My Grade Book Score Types. My Grade Book Score Types view opens. ▪ At bottom of My Grade Book Score Types view, enter new score type name in Add Score Type: ▪ Check Max Value? if score type has a maximum value. ▪ Click  New score type will appear on My Grade Book Score Types view. ▪ Click Add Item. ▪ Enter Score, Value, and Sequence for first item of score type. ▪ Click  . Repeat for each additional item of score type.
<p>Duplicate/Edit Grade Book Score Type(s)</p>	<ul style="list-style-type: none"> ▪ Click  to copy and customize any score type. A copy will appear at bottom of view. ▪ Click  below name of teacher-created score type. ▪ Enter new name in Edit Score Type box ▪ Select Max Value? if score type has a maximum value. ▪ Click Update Score Type. ▪ Click  to right of any item to edit Score, Value, or Sequence in score type.

	<ul style="list-style-type: none"> Click  .
NOTE: Only teacher-created score types can be edited. District Wide score types must first be duplicated to create user-created score types.	
Add Report Card Score Type(s)	<ul style="list-style-type: none"> Click Grade Book on silver bar at top of screen. Select Grade Book Setup. Grade Book Setup view opens. Click My Report Card Score Types .My Report Card Score Types view opens. Click  below name of existing report card score type to duplicate. Copy of report card score type will appear at bottom of My Report Card Score Types view.
NOTE: New score types can only be created by duplicating existing score types.	
Edit Teacher-created Report Card Score Types	<ul style="list-style-type: none"> Click  below name of score type. Rename score type in Edit Score Type. Click  . Click  to right of score line to change Low Score, High Score, Value, or Sequence for a given score. Score cannot be edited. Click  . Click  to right of score line to delete line from score type. Click OK to confirm.
Delete Teacher-created Report Card Score Types	<ul style="list-style-type: none"> Click  below name of score type. Click  at top of My Report Card Score Types view to show deleted score types. Click  at top of My Report Card Score Types view to hide deleted score types.
NOTE: Only teacher-created score types can be deleted.	
Add Grade Book Comment	<ul style="list-style-type: none"> Click Grade Book on silver bar at top of screen. Select Grade Book Setup. Grade Book Setup view opens. Click My Grade Book Comments . My Grade Book Comments view opens. Click  . INSERT window opens. Enter comment name in Comment. Enter Sequence, or order comment will appear. Enter Value for comment in absence of score. For example, if assignment score is left blank and a comment with value of "0" is attached to assignment, assignment in grade book will be scored a "0". Check Is Missing Mark if this comment will cause an assignment to be counted as missing for reports. Enter Comment Code to appear in Grade Book for an assignment when no score is entered and comment has been assigned. Click  .

<p>Edit Teacher-created Comment</p>	<ul style="list-style-type: none"> ▪ Click  to right of a comment ▪ Enter changes to Comment, Sequence, Value, Is Missing Mark?, and/or Comment Code. ▪ Click .
<p>Select Grade Rounding Settings</p> <p><i>These settings are used when displaying class percentage</i></p>	<ul style="list-style-type: none"> ▪ Click Grade Book on silver bar at top of screen. ▪ Select Grade Book Setup. Grade Book Setup view opens. ▪ Find  in column on left. ▪ Select Class Percentage s. <ul style="list-style-type: none"> ○ Selecting <i>Rounding On</i> rounds students' overall Grade Book score. When choosing this selection make sure to select additional options in second  <p>Select Whole Number Only</p> <p style="text-align: center;">OR</p> <p>1 Decimal Place</p> <p style="text-align: center;">OR</p> <p>2 Decimal Places</p>
<p>Adjust Default Grading Period Selected for New Assignments</p>	<ul style="list-style-type: none"> ▪ Select Grading Period Default for New Assignments  <ul style="list-style-type: none"> ○ Select <i>My Last Selection</i> to set grading period default for new assignments to selection made for last new assignment <li style="text-align: center;">OR ○ Select Assignment Due Date to set grading period default for new assignments to grading period(s) in which assignment due date falls. <li style="text-align: center;">OR ○ Select Assignment Date to set grading period default for new assignments to grading period(s) in which assignment date falls <li style="text-align: center;">OR ○ Select Current Period in Grade Book to set grading period default for new assignments to current period focused to in Grade Book. <li style="text-align: center;">OR ○ Select Current Period in SYNERGY SIS to set grading period default for new assignments to current grading period in SYNERGY SIS.