

# TeacherVUE Grade Book-Report Card Matrix


## Quick Reference Guide (QRG) T GB 17

This document will guide you through the process of assigning marks to students for report card items in the Report Card Matrix view 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:
<b>Access Report Card Matrix view</b>	<ul style="list-style-type: none"> <li>▪ Complete Focus Selections</li> <li>▪ Click <b>Report Card</b></li> <li>▪ Select <b>Report Card Matrix</b>. Report Card Matrix view opens.</li> </ul>
<b>Select class options</b>	<ul style="list-style-type: none"> <li>▪ Select <b>Class</b>.</li> <li>▪ Select <b>Report Card Template</b>. Students assigned to selected Report Card Template in class will display on Report Card Matrix.</li> <li>▪ Select <b>Grading Period</b>.</li> <li>▪ Select <b>Report Card Rows</b>. If multiple Report Card Rows are not available for mark entry, dropdown will not be visible and available report card areas will appear in Matrix below.</li> </ul>
<p><b>NOTE:</b> Your district may only allow changes to report cards marked complete or not complete during valid report card entry date ranges.</p>	
<b>Enter Marks for Students</b>	<ul style="list-style-type: none"> <li>▪ Select from dropdown or enter value in field.</li> <li>▪ Click  to apply selected mark for all students below.</li> <li>▪ Click <b>Save</b></li> </ul> <p style="text-align: center;"><b>OR</b></p> <p>Click <b>Undo</b> to undo changes.</p>