



TeacherVUE Grade Book- Report Card View/Print


Quick Reference Guide (QRG) T GB16

This document will guide you through the process of viewing/printing student and/or class report cards, in Grade Book.

Business Rules that apply are as follows:

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

PATH SYNERGY SIS→**TEACHERVUE**→ **Grade Book**

How to:	Steps:
Access Report Card view	<ul style="list-style-type: none"> ▪ Login to TeacherVUE. ▪ Click  to open Grade Book. Report Card view opens.
Open View Report Cards view	<ul style="list-style-type: none"> ▪ Click View Report Cards in Report Card box. View Report Cards view opens. A grid showing each student and whether a report card has been completed for each grading period displays.
Set Report Card Language Settings (If report card is available in more than one language)	<ul style="list-style-type: none"> ▪ Select Language from table for each student. ▪ Click Save Language Settings towards top of view.
View and Print Report Cards by Student	<ul style="list-style-type: none"> ▪ Click View to left of student name. ▪ Click OK. PDF version of Report Card generates.
View and Print Report Cards by Class	<ul style="list-style-type: none"> ▪ Click Generate Class Report Cards PDF versions of each student's current report card generate. ▪ Click Generate Blank Report Cards. PDF versions of each student's blank report card generate.
Return to Report Card view	<ul style="list-style-type: none"> ▪ Click Back to Student List to return to Report Card view.