



TeacherVUE Grade Book – Transfer Student Scores

Quick Reference Guide (QRG) T GB 26

This document will guide you through the process of transferring student scores from one class to another.

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 Transfer Student Scores View	<ul style="list-style-type: none"> ▪ Click Grade Book, on silver bar at top of screen. ▪ Select Transfer Student Scores. Transfer Student Scores view opens.
Copy Scores/Assignments from Class to Class	<ul style="list-style-type: none"> ▪ Select Copy From Class. ▪ Select To Class. ▪ Select Student. A list of assignments appears in the Assignments grid.
NOTE: A student must have been enrolled in both the From and To class in order to appear in the Student dropdown.	
Copy Scores/Assignments	<ul style="list-style-type: none"> ▪ For each Copy From Assignment in the grid: <ul style="list-style-type: none"> ○ Select the To Assignment in the dropdown <li style="text-align: center;">OR ○ If the assignment/scores should not be transferred, select <<Do Not Copy>> <li style="text-align: center;">OR ○ If the assignment does not exist in the To Class, select <<Add Assignment>> to transfer both the assignment and scores. ▪ Click Copy Student Scores.