



TeacherVUE Grade Book - Report Card Item Analysis

Quick Reference Guide (QRG) T GB 14

This document will guide you through the process of viewing the Report Card Item Analysis 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 Report Card Item Analysis view	<ul style="list-style-type: none"> ▪ Click Report Card select Item Analysis, on silver bar at top of screen. Item Analysis view opens.
Select Report Card and Grading Period to Analyze	<ul style="list-style-type: none"> ▪ Select Report Card from table. ▪ Select Grading Period from table.
Chart Report Card Items	<ul style="list-style-type: none"> ▪ Select Sort by Report Card Row to chart overall class average, by report card item, in order they appear on report card. <p style="text-align: center;">OR</p> <p>Select Sort by Avg. Score to chart overall class average, by report card item, from highest-to-lowest.</p> <p>Longer green bars indicate higher overall class marks. Shorter red bars indicate lower overall class marks.</p> <ul style="list-style-type: none"> ▪ Select a Report Card Item hyperlink to view scores, by student, for that item.
View Scores on Grid	<ul style="list-style-type: none"> ▪ Click Grid of Scores tab. ▪ Select Report Card Item to display student marks on grid. ▪ Enter full or partial Class/Teacher, Student, Item, and/or Mark and press ENTER to filter grid results. ▪ Click XLS or PDF to export data to Excel or Adobe Reader. ▪ Click Open.
Analyze Data on Analysis Tab	<ul style="list-style-type: none"> ▪ Select Mode <ul style="list-style-type: none"> ○ Student Overview displays each student's score, by report card item. ○ Class Average displays average score by report card item. ○ Class Gender displays average score, by gender, by report card item. ○ Class Ethnicity displays average score, by ethnicity, by report card item. ○ Subject Average displays average score by subject/report card header.
<p>NOTE: Modify Analysis grid by adding or removing data elements from column fields, row fields, and data items. Data elements available for Report Card Item Analysis: Student Name, Student ID, Class Name, Subject, Ethnicity, Gender, RC Item, Mark, and Value. See: QRG T GB 18 – Analysis Tool</p>	
Modify Analysis Grid	<ul style="list-style-type: none"> ▪ Drag desired data element to Row Field, Column Field, or Data Items area.

