

# TeacherVUE Grade Book - Report Card Mark Entry

## Quick Reference Guide (QRG) T GB 15

This document will guide you through the process of adding/editing marks and comments, and printing student report cards 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 view</b>	<ul style="list-style-type: none"> <li>▪ Click <b>Report Card</b>, select <b>Students</b> on silver bar at top of screen. Report Card view opens.</li> </ul>
<b>Select Report Card options</b>	<ul style="list-style-type: none"> <li>▪ Select <b>Delegated Classes</b> <input type="button" value="v"/> , if applicable, to view students from other classes with delegated report card areas. &lt;&lt;my class&gt;&gt; shows students from the current class in focus</li> </ul>
<p><b>NOTE:</b> Delegated Classes <input type="button" value="v"/> is not visible if no report card areas for students from other classes are delegated.</p>	
	<ul style="list-style-type: none"> <li>▪ Select <b>Grading Period</b> <input type="button" value="v"/> .</li> <li>▪ Check <b>Show Inactive</b> to show inactive students in Report Card view.</li> </ul>
<p><b>NOTE:</b> Changes to report cards marked complete or incomplete are made during valid report card entry date range, only.</p>	
<b>Add comments to Comment Bank</b>	<ul style="list-style-type: none"> <li>▪ Click <a href="#">Edit Comment Bank</a> in Report Card box on left side of Report Card view. The Comment Bank view opens.</li> <li>▪ Select Filter by Subject <input type="button" value="v"/> .               <ul style="list-style-type: none"> <li>○ Select <b>Generic Comments (Not related to any subject)</b> to make comment available in all report card areas.</li> </ul> </li> <li>▪ Click <input type="button" value="Add New Comment"/> . Comment grid opens.</li> <li>▪ Enter <b>Comment</b> in English comment box.</li> <li>▪ Click <input type="button" value="Check Spelling"/> .</li> <li>▪ Enter <b>Comment</b> in Spanish comment box.</li> <li>▪ Click <input type="button" value="Translate to Spanish"/> to translate English comment to Spanish. (optional)</li> <li>▪ Click <input type="button" value="Save Comment"/> .</li> <li>▪ Click <b>Back to Students List</b> to return to Report Card view.</li> </ul>
<p><b>NOTE:</b> Marks from grade book should be transferred from Report Card Preview view, see <a href="#">QRG T GB 12 Report Card Preview</a>.</p>	
<b>Edit/add marks to report cards</b>	<ul style="list-style-type: none"> <li>▪ Click student name in either grid. Student Report Card view opens.</li> <li>▪ Click grading period at top of report card.</li> <li>▪ Select mark to apply to each report card area from table.</li> </ul>

<p><b>Edit/add comments (optional)</b></p> <ul style="list-style-type: none"> <li>▪ Click <b>Check Spelling</b>.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Click <a href="#">Go To Comments Area</a> or scroll to bottom of page</li> <li>▪ Click <a href="#">Edit</a> in box of selected grading period. Comments view opens.</li> <li>▪ Enter comments in comment text box.</li> <li>▪ Select <b>Language</b> and <b>Subject</b> in Your Comment Bank box.</li> <li>▪ Click <a href="#">Select</a> to left of desired comment.</li> <li>▪ Click <b>Check Spelling</b>.</li> <li>▪ Click <b>Save Comments</b></li> <li style="text-align: center;">OR</li> <li>Click <b>Clear Comments</b></li> <li style="text-align: center;">OR</li> <li>Click <b>Save and Return</b> to save changes and return to Student Report Card view.</li> <li style="text-align: center;">OR</li> <li>Click <b>Cancel</b> to undo changes and return to Student Report Card view.</li> </ul>
<p><i>Find following buttons at top or bottom of view.</i></p> <p><i>*This button is labeled <b>Save/Mark Not Complete</b> if editing a complete report card.</i></p>	<ul style="list-style-type: none"> <li>▪ Click <b>Cancel/Back to List</b> to return to Report Card view without saving changes</li> <li style="text-align: center;">OR</li> <li>Click <b>Save/Back to List</b> to save changes and return to Report Card view.</li> <li style="text-align: center;">OR</li> <li>Click <b>Save/Continue</b> to save changes.</li> <li style="text-align: center;">OR</li> <li>Click <b>Save/Mark Complete</b> to save changes, mark report card complete, and return to Report Card view.*</li> <li style="text-align: center;">OR</li> <li>Click <b>View Report Card</b> to view printable version of report card. <ul style="list-style-type: none"> <li>○ Click <b>Open</b> to view PDF version of report card.</li> <li>○ Click <b>Cancel/Back to List</b> or <b>Save/Back to List</b> to return to Report Card view.</li> </ul> </li> </ul>
<p><b>Open Report Cards Tracking view to</b></p> <ul style="list-style-type: none"> <li>- View students' report card status</li> <li>- Set report card language settings</li> <li>- View and print report cards by student or class</li> <li>- Create blank report cards</li> </ul>	<ul style="list-style-type: none"> <li>▪ Click <b>View Report Cards</b> in Report Card box. Report Cards Tracking view opens. A grid showing each student and whether a report card has been completed for each quarter, displays.</li> <li>▪ If report card is available in more than one language <ul style="list-style-type: none"> <li>○ Select <b>Language</b> from table for each student.</li> <li>○ Click <b>Save Language Settings</b> towards top of view.</li> </ul> </li> <li>▪ To view a specific student's report card <ul style="list-style-type: none"> <li>○ Click <b>View</b> to left of student's name.</li> <li>○ Click <b>OK</b> to open PDF version of Report Card.</li> </ul> </li> <li>▪ Click <b>Generate Class Report Cards</b> to create printable PDF versions of each student's current report card.</li> <li>▪ Click <b>Generate Blank Report Cards</b> to create blank, printable PDF versions of each student's current report card,</li> <li>▪ Click <b>Back to Report Card Main</b> to return to <b>Report Card</b> view.</li> </ul>