

# TeacherVUE Grade Book - Adding an Assignment


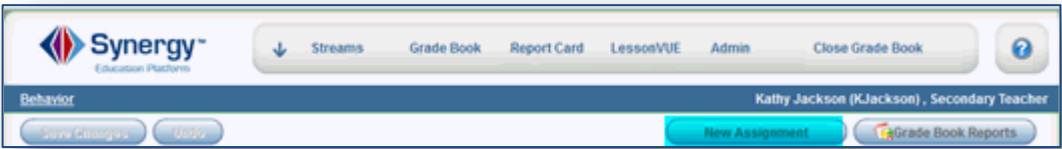
## Quick Reference Guide (QRG) T GB 02 - S

This document will guide you through the process of adding assignments 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 Grade Book New Assignment view</b>	<ul style="list-style-type: none"> <li>▪ Log-in to TEACHERVUE</li> <li>▪ Click  to open Grade Book. Grade Book view opens.</li> <li>▪ Click <b>Grade Book</b>, select <b>New Assignment</b>. New Assignment view opens.</li> </ul>
	
<b>Add name/description to a new assignment</b>	<ul style="list-style-type: none"> <li>▪ Enter <b>Assignment Name</b>.</li> <li>▪ Enter <b>Description</b>.</li> </ul>
<b>Add assignment score details</b>	<ul style="list-style-type: none"> <li>▪ Select <b>Type</b></li> <li>▪ Check <b>Grading</b> option. <ul style="list-style-type: none"> <li><b>Overall Grade Only</b> to assign overall score to assignment.</li> <li><b>OR</b></li> <li><b>Overall Grade and Standards</b> to assign overall score to assignment <u>and</u> scores to specific standard(s) assessed in assignment.</li> </ul> </li> <li>▪ Select <b>Score Type</b> for scoring assignment from table.</li> <li>▪ Enter <b>Max Score</b> if “Raw Score” was selected from <b>Score Type</b> table. Max Score is number of points possible on assignment.</li> <li>▪ Enter <b>Points</b> assignment is worth in Grade Book.</li> </ul>
<b>Add assignment settings</b>	<ul style="list-style-type: none"> <li>▪ Enter <b>Date of Assignment</b> or click dropdown and choose from calendar</li> <li>▪ Select <b>Assignment Category</b>. <ul style="list-style-type: none"> <li><b>Normal</b> counts points for assignment in both total points earned and total points possible for grade calculation.</li> <li><b>OR</b></li> <li><b>Extra Credit</b> counts points for assignment in total points earned, but <u>not</u> total points possible.</li> <li><b>OR</b></li> <li><b>Not for Grading</b> <u>does not count</u> points for assignment in either total points earned or total points possible.</li> </ul> </li> <li>▪ Select <b>Show in Parent/Student Portal</b> to show assignment details and grades in PARENTVUE and STUDENTVUE</li> <li>▪ If assignment type tracks due dates, enter <b>Due Date</b> or click dropdown</li> </ul>

and choose from calendar.  
**Due Date** will not be visible if assignment type selected does not track due dates.

Grade Book Assignment in Parent/Student Portal

Gradebook Assignment Detail			
Course Am Govt (SS51)	Period 0	Teacher Teacher User	
Assignment Assignment	Type Assignment	Date 09/07/2009	Due Date 09/13/2009
Score 18.0 out of 25.00	Score Type Raw Score	Points 7.20 / 10.00	Notes -
Description			
Resources			
Name	Description		
A More Perfect Union	Please read this webpage about the drafting of the Constitution.		
Project Outline	Please click here to download a Word document outlining the project.		

**Enable Digital Drop Box**  
 (District must activate Drop Box feature for option to appear)

- Select **Enable Drop Box** to allow students to upload documents to the assignment in STUDENTVUE. The teacher can view submitted assignments in Grade Book.
- Enter **Drop Box Open Date** or click dropdown and choose from calendar.
- Enter **Drop Box Close Date** or click dropdown and choose from calendar.
- Select **Document Count Limit**.

**Align standard correlation(s) to assignment**

- Select **Standards Correlations**
- Click **Add Standard**. Add Standards detail opens.
- Select **Grade Level** and **Subject Area**
- Click **(+)** to left of standard (first heading)
- Click **(+)** to left of concepts (second heading) to open performance objectives (third headings)
- Select performance objective(s) that align with assignment
- Click **Add**. Selected standard(s) will show above tree.
- Enter number of points possible for standard(s) in **# Possible**.

**Select sections for assignments to appear in**

- Select **Section(s)** where assignment will be included in Grade Book.

**Identify grading periods**

- Select **Grading Periods** that assignment scores will be calculated into when determining final grades.

**Save new assignment**

- Click **Save Assignment**.